



Town of Newmarket

Agenda

Special Committee of the Whole

Date: Monday, December 10, 2018
Time: 10:00 AM
Location: Council Chambers
Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

Pages

1. **Declarations of Pecuniary Interest**

2. **Presentation**

*2.1 Financial Services Overview

2

Note: Mike Mayes, Director of Financial Services will be present to provide a presentation.

1. That the presentation be received.

3. **Consent Items**

1. That the following items be adopted on consent.

3.1 Financial Sustainability

3.1.1 Financial Sustainability Update

40

1. That the report entitled Financial Sustainability Update dated December 10, 2018 be received for information.

3.1.2 Debt Retirement

52

1. That the report entitled Debt Retirement dated December 10, 2018 be received; and,
2. That the outstanding balance on the long-term debt for the Operations Centre be repaid to the Regional Municipality of York on or before April 29, 2019; and .

3. That the repayment be funded as outlined in this report; and
4. That the Treasurer be authorized to take whatever actions are required to comply with these directives.

3.1.3 Elman Campbell Museum Fund

58

1. That the report entitled Elman Campbell Museum Fund dated November 19, 2018 be received; and,
2. That this fund be renamed from a “Trust Fund” to The Elman Campbell Museum Fund; and,
3. That the balance in the fund be transferred to the Town of Newmarket’s reserve fund bank account and be accounted for as a reserve fund effective January 1, 2019; and,
4. That the restrictions as set out in the original agreement be maintained; and
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

3.2 Fees and Charges

3.2.1 2019 Fees & Charges Overview

76

1. That the report entitled 2019 Fees & Charges Overview dated December 10, 2018 be received; and,
2. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

3.2.2 2019 Water and Wastewater Rates

80

1. That the report entitled 2019 Water and Wastewater Rates dated December 10, 2018 be received; and,
2. That the attached Schedule “A” being the Town of Newmarket Water and Wastewater Rates, be approved and adopted by by-law; and,
3. That the Water and Wastewater Rates adjustments come into full force and effect as of

January 1, 2019.

3.2.3	2019 Stormwater Rates	86
	<ol style="list-style-type: none"> 1. That the report entitled 2019 Stormwater Rates dated December 10, 2018 be received; and, 2. That the attached Schedule 'A' being the Town of Newmarket 2019 Stormwater Rates be approved and adopted by by-law; and, 3. That the new Stormwater Rates come into full force and effect as of January 1, 2019. 	
3.2.4	2019 Recreation & Culture Rates & Fees	92
	<ol style="list-style-type: none"> 1. That the report entitled 2019 Recreation & Culture Rates & Fees dated Nov 28, 2018 be received; and, 2. That the 2019 Recreation & Culture Fees & Charges be approved; and, 3. That Staff be authorized and directed to do all things necessary to give effect to this resolution. 	
3.2.5	Building Permit Fees (Information Report)	118
	Note: Attached for information purposes.	
3.2.6	2019 User Fees and Charges – Planning Act Fees	122
	<ol style="list-style-type: none"> 1. That the report entitled 2019 User Fees and Charges – Planning Act Fees dated November 19, 2018 be received; and, 2. That the attached Schedule 'A' being the Town of Newmarket 2019 Planning Application Fees Schedule be approved and adopted by by-law; and, 3. That the fee adjustments come into full force and effect as of January 1, 2019. 	
3.2.7	2019 User Fees and Charges – Fire Services	132
	<ol style="list-style-type: none"> 1. That the report entitled 2019 User Fees and Charges – Fire Services be received; and, 	

2. That the attached Schedule 'A' being the Town of Newmarket 2019 Fire Services Fees Schedule be approved; and,
3. That the fee adjustments come into full force and effect January 1, 2019.

3.2.8 2019 User Fees and Charges - General

138

1. That the report entitled 2019 User Fees and Charges – General dated November 19, 2018 be received; and,
2. That the attached Schedules 'A', 'B', 'C', 'D', 'E' and 'F' marked as the Town of Newmarket 2019 All Departments, Corporate Services – Finance & Procurement & IT, Legal Services, Public Works Services, Engineering Services and Legislative Services – General Fees and Charges respectively, be approved and adopted by by-law; and,
3. That the fee adjustments come into full force and effect as of January 1, 2019; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

3.3 2019 Budget

3.3.1 2019 Budget Process & Target

166

1. That the report entitled 2019 Budget Process & Target dated November 19, 2018 be received; and,
2. That the proposed budget schedule with a target budget adoption date of March 4, 2019 be approved; and,
3. That the proposed public engagement plan for the budget be adopted; and,
4. That Council set targets for the 2019 budget based on the recommended structure.

3.3.2 2019 Interim Appropriations

194

1. That the report entitled 2019 Interim

Appropriations dated November 19, 2018 be received for information purposes.

4. Adjournment

1. That the meeting be adjourned.



Special Committee of the Whole (Budget) December 10, 2018

Presenters:

Mike Mayes

Cindy Wackett

Dawn Schellenberg

Kevin Yaraskavitch

Liz Tcheskis



Topics to be Covered

1. Financial Sustainability update
2. 3rd quarter results
3. 2019 fees and charges
4. 2019 Budget
 - a) Interim Appropriation
 - b) Proposed Schedule
 - c) Budget Engagement
 - d) Methodology
 - e) Targets



Financial Sustainability Update Newmarket

The 5 pillars are:

1. Reserves & Reserve Funds
2. Debt
3. Investments
4. Asset Management
5. Revenues



Reserves & Reserve Funds Background



- They are operating surpluses set aside for future purposes:
 - Either as a contingency or as savings towards a future expenditure
 - i.e. Rate stabilization against future spikes
- Reserve & Reserve Fund and Asset Replacement Fund Policies were adopted in 2018.



Total Reserves & Discretionary Reserve Funds as a % of Operating Expenses



	2013	2014	2015	2016	2017
Newmarket	48.7%	43.2%	37.9%	43.7%	46.1%
Median	47.3%	46.3%	51.1%	52.7%	58.2%
Average	52.5%	52.0%	55.7%	58.0%	59.5%



Asset Replacement Funds as a % of Accumulated Amortization

	2012	2013	2014	2015	2016	2017
Combined	8%	10%	9%	8%	9%	11%
Tax Supported	-5%	-4%	-7%	-10%	-8%	-10%
Rate Supported	46%	50%	53%	55%	58%	42%



ARF Contributions as a % of Amortization Expense



	2013	2014	2015	2016	2017
Combined	86%	88%	92%	106%	101%
Tax Supported	74%	85%	82%	81%	69%
Rate Supported	99%	94%	113%	212%	244%



Reserves & Reserve Funds Looking Forward



- Reconfiguration of The Elman Campbell Museum Fund is recommended in Financial Services Report 2018-77 (item 3.1.3)
- Strategies will be proposed in 2019 to implement the Reserve and Reserve Fund Policy and the Asset Replacement Fund Policy



Debt Background

- Revised debt policy was adopted this year
 - no changes made to restrictions on debt
- July 16, 2018, the Town borrowed \$26 million to purchase the Mulock Estate
 - Funds from Infrastructure Ontario
 - 30-year debenture
 - Fixed interest rate of 3.49%



Debt Status



2012	2013	2014	2015	2016	2017	2018 projected
5.5%	5.3%	5.3%	4.9%	4.6%	4.5%	5.8%

Capacity to borrow another \$60 million



Debt

Looking forward

- The debt for the R.N. Shelton Operations Centre will be due for renewal in 2019.

This loan is recommended to be paid out –
See Financial Services Report dated
December 10, 2018 entitled Debt
Retirement (item 3.1.2)



Investments

- Policy & Strategy updated in 2018
- Incremental Income

2013	2014	2015	2016	2017	2018 Projected
\$59,767	\$221,951	\$244,299	\$417,522	\$279,223	\$160,000

- Moving towards multi-year capital budgeting will assist in achieving higher yields



Asset Management Plan (AMP)



Purpose

1. Facilitates efficiency and effectiveness for the capital program and related operating costs.
2. Includes consideration of risk management, service levels and condition assessments to inform capital investments.
3. Has a financing strategy to make it all happen.



Asset Management Looking forward

- Implementing Asset Management Strategy :
 - levels of service, conditions assessments, data inventories, processes and software
- Asset Management deadlines:
 - Asset Management Strategy, update on status to be provided in 2019
 - Asset Management Policy, update in 2021
 - AMP's core assets, July 1, 2021
 - AMP's remaining assets, July 1, 2023



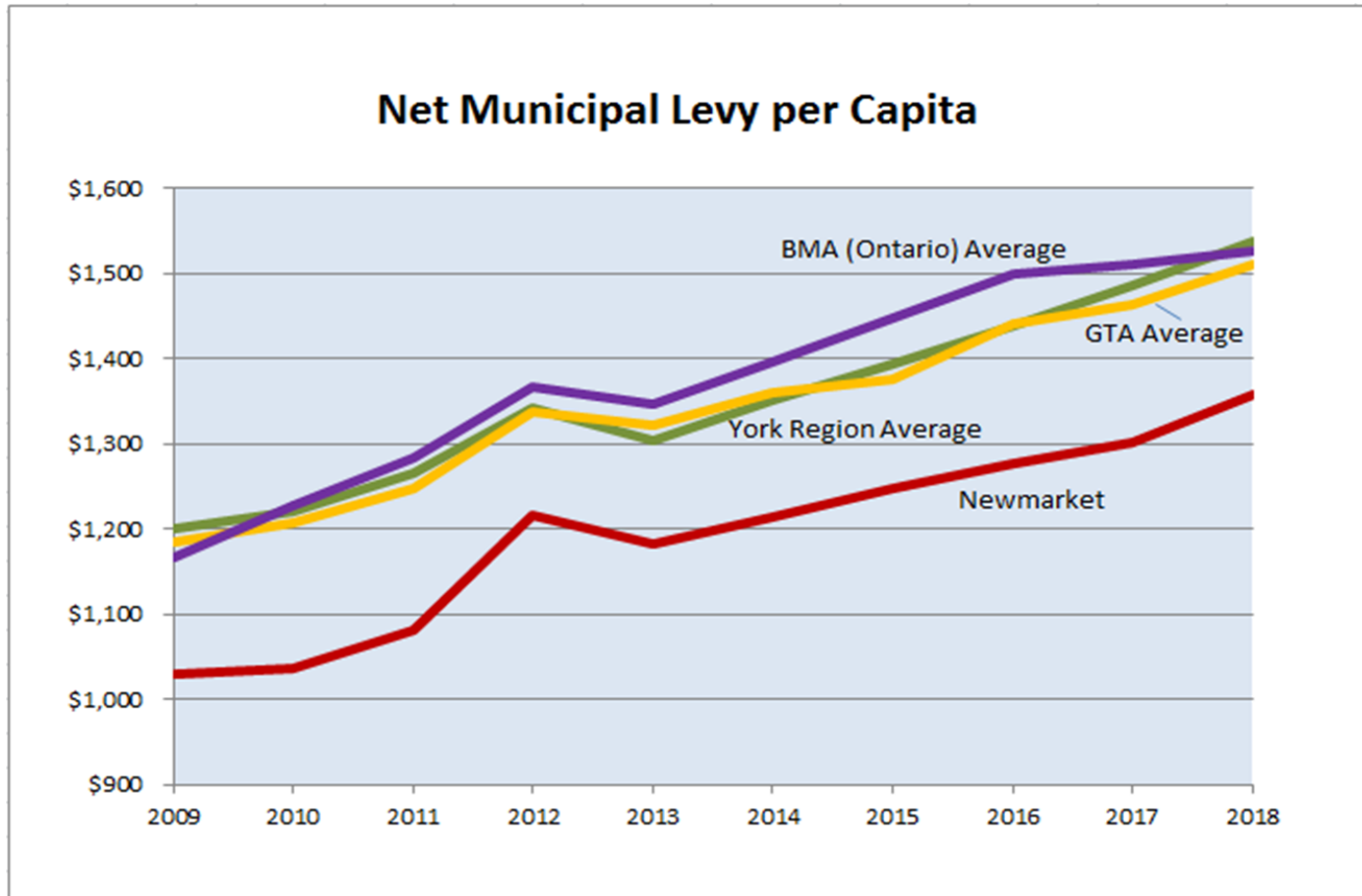
Asset Management and the Budget

- Central York Fire Services (CYFS) AMP was approved in 2018 – it is the basis for CYFS' capital requests.
- Town's Development Charges (DC) By-law is being updated – target is September 2019. The background study will be the basis for future growth-related capital requests.

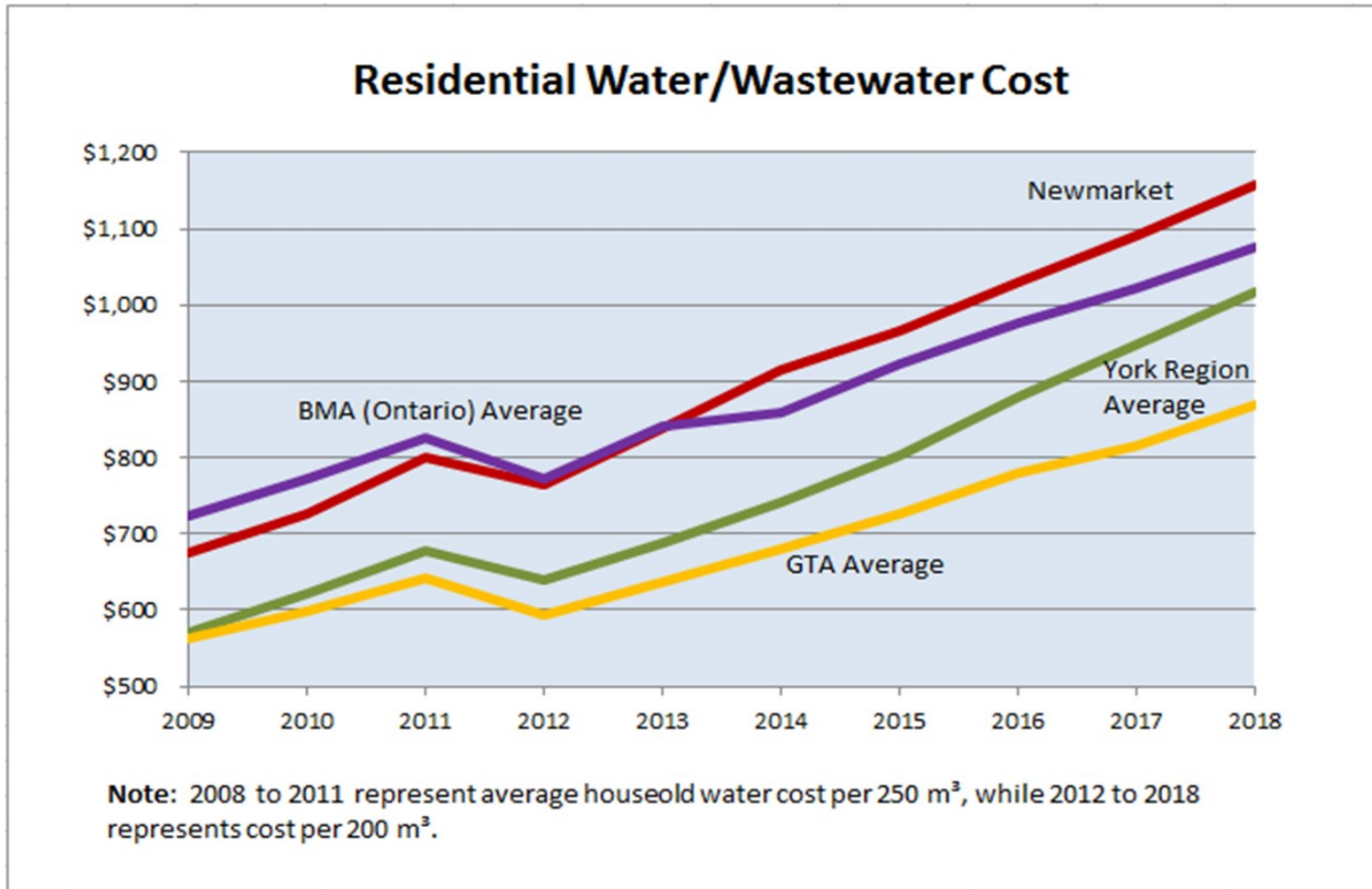


Revenues

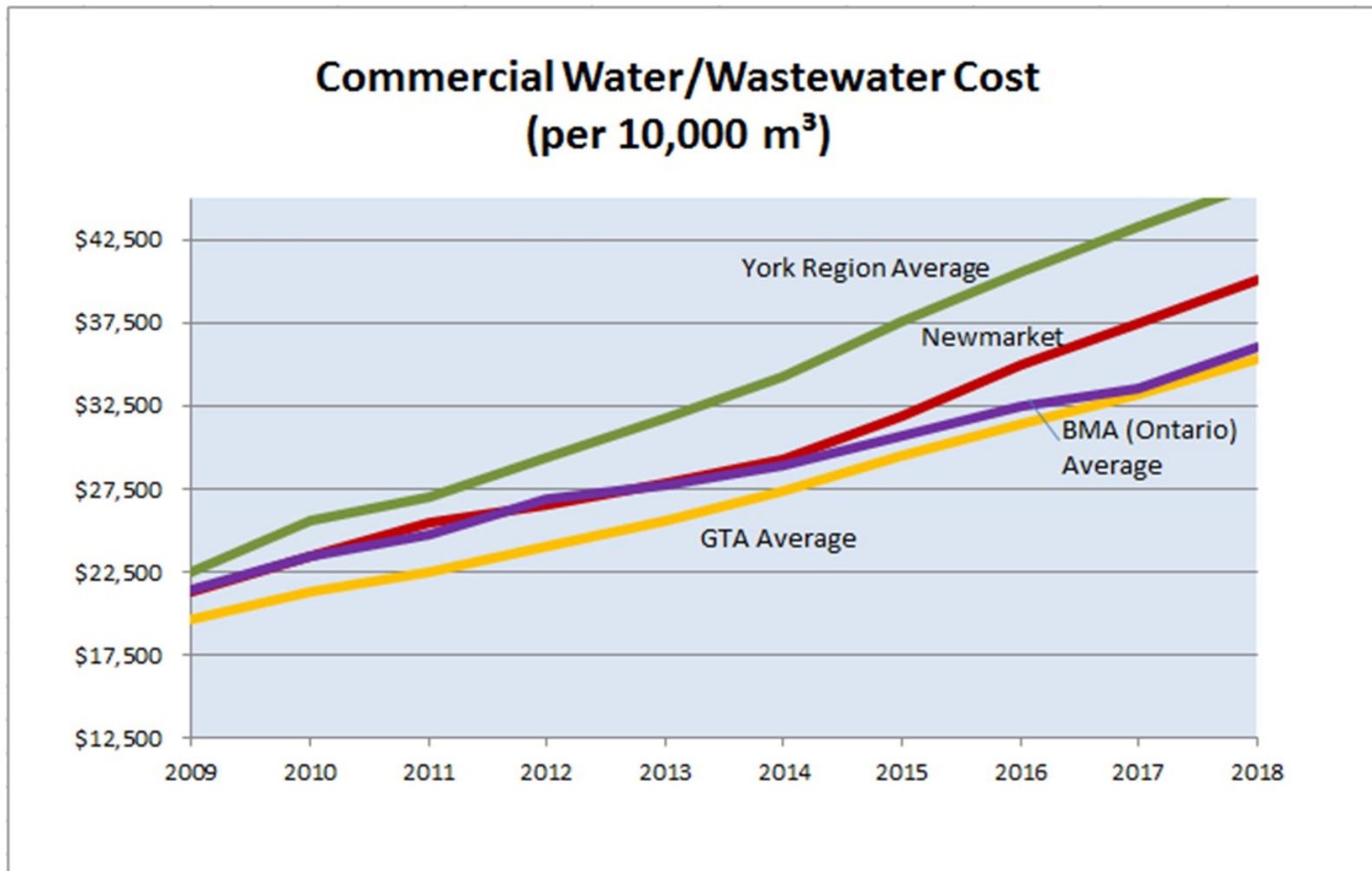
Taxes below GTA average



Water/wastewater are at full cost recovery



Tiered rates will shift burden to major business users



3rd Quarter Results: Tax-supported projection

Financial Services Information Report 2018-36

Tax-supported - \$370,000 surplus

- Better than budget
 - Supplementary taxes
 - Gapping
 - Interest revenue
- Not on budget
 - Increased litigation costs
 - Higher “Bill 148” costs
 - Tax adjustments



3rd Quarter Results: Other projections

- Capital
 - Carryover could be up to \$16 million
- Water/wastewater
 - \$500,000 deficit due to flushing
- Stormwater
 - \$250,000 surplus to be transferred to ARF

Primary Q4 report in February/March

Final Q4 report in May, 2019



2019 Fees and Charges Overview

- Report 2018-78 (item 3.2.1) provides an overview
- Targets are:
 - Compliance with Service Pricing Policy
 - Increases limited to 2.8% unless there is a Council approved multi-year plan
- There are new fees.



2019 Fees and Charges Details



- Licensing Fees – 2018-31 (August 2, 2018)
 - Approved through delegated authority
- Water & Wastewater Rates – 2018-79 (3.2.2)
 - 5.1% increase to average residence
 - In accordance with the 6-year plans
 - Tiered rates are at 75% phase-in
- Stormwater Rates – 2018-80 (3.2.3)
 - 11.8% increase
 - In accordance with the 6-year plan



Water & Wastewater Rates

- Cost Drivers:
 - 9% increase in charges from the Region
 - Maintaining sustainability – reserves
 - Flushing
- 2019 increases will be below the regional average
- 6-year plans, adopted in 2018, will be revisited in 2019
 - funding strategy options to be considered



2019 Fees and Charges Details, continued



- Recreation & Culture Fees – 2018-81 (3.2.4)
 - Average Increase in under 2.8%
 - Individual increases range from 0% and up
- Building Permit Fees – 2018-42 (3.2.5)
 - No fee increase
- Planning Act Fees – 2018-82 (3.2..6)
- Fire Services – 2018-83 (3.2.7)
- General Fees – 2018-84 (3.2.8)
 - Generally increases at 2.8%



2019 Budget Interim Appropriation

- Report 2018-86 (3.3.2)
- Staff has delegated authority to spend pending approval of the 2019 budget
 - Up to \$64.7 million (50% of 2018)
 - Base budget expenditures only
 - No new initiatives
 - Capital carryovers
 - \$22.6 million from 2017
 - Incomplete projects approved for 2018
 - but no new Capital projects



2019 Budget Proposed Schedule



ACTIVITY	DATE
Community Engagement - Phase 1	January to March
Preliminary draft budget presented to Committee of the Whole	January 14
Special Committee of the Whole meetings for budget	January 28 February 4
Draft budget presented to Committee of the Whole	February 25
Council approval of the budget (target)	March 3



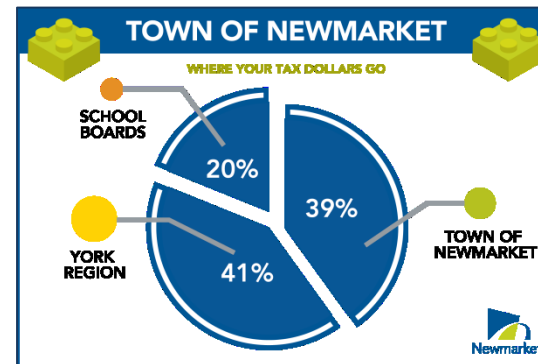
2019 Budget Engagement Objectives



Inform residents on the Town's budget process, where tax dollars go and the services the Town provides the community

WHAT THE BUDGET DELIVERS		
Monthly municipal tax breakdown vs. common costs, fees and expenses in 2018. <small>*Based on the average assessed home in Newmarket at \$572,500.</small>		
Community Programs and Events \$10.60 <small>per \$1000</small> <small>Compared to: A pair of Major League Baseball tickets for \$100</small>	Public Library Services \$9.83 <small>per \$1000</small> <small>Compared to: Average hardcover book for \$24.95</small>	Planning and Development Services \$10.56 <small>per \$1000</small> <small>Compared to: Planning/engineering consulting fees at approximately \$150/hour</small>
Roads, Bridges and Sidewalks \$28.15 <small>per \$1000</small> <small>Compared to: Private snowplowing at \$30/hour</small>	Fire and Emergency Services \$43.51 <small>per \$1000</small> <small>Compared to: There is no comparison for public safety</small>	Facilities, Parks and Trails \$42.45 <small>per \$1000</small> <small>Compared to: A Family Day Pass at an amusement park for \$200</small>
By-law and Licensing Services \$4.18 <small>per \$1000</small> <small>Compared to: Licence plate renewal for \$120/year</small>	Waste Management \$9.70 <small>per \$1000</small> <small>Compared to: Private waste disposal (bin rental) \$265/week</small>	Mulock Estate \$3.87 <small>per \$1000</small> <small>11.6 acres of land for recreational use in both the summer and winter months</small>

How would you like to see your tax dollars invested? Tell us at newmarket.ca/2019budget



Engage residents in the process through playing the “Put Your Money Where it Matters” budget game

PLAY OUR 2019 BUDGET GAME
PUT YOUR MONEY WHERE IT MATTERS



2019 Budget Engagement

Tools and tactics



PRINT

2019 BUDGET

The Town of Newmarket is preparing the 2019 budget. The 2019 budget will focus on ensuring we meet the needs of our community now and in the future.

The Town will build the budget by:

Focusing on delivering top-quality programs and services to residents

Planning ahead to ensure we have the space, facilities and infrastructure we need for our future population

Getting your input on how you want to see your tax dollars invested

Learn about our budget process, play our 2019 budget game "Put Your Money Where it Matters" and give us your feedback by visiting newmarket.ca/2019budget. For a breakdown of how your tax dollars are invested at a glance, please see reverse.

COMMUNITY EVENTS

YOUR TOWN TAX DOLLARS AT A GLANCE

Monthly municipal tax breakdown vs. common costs, fees and expenses. This is based on the average assessed home in Newmarket at \$572,500.

<p>Community Programs and Events</p> <p style="font-size: 24px; font-weight: bold;">\$10.60 PER MONTH</p> <p><small>Compared to: A pair of Major League Baseball tickets for \$100</small></p>	<p>Public Library Services</p> <p style="font-size: 24px; font-weight: bold;">\$9.83 PER MONTH</p> <p><small>Compared to: Average hardcover book for \$24.95</small></p>
<p>Fire and Emergency Services</p> <p style="font-size: 24px; font-weight: bold;">\$43.51 PER MONTH</p> <p><small>Compared to: There is no comparison for public safety</small></p>	<p>Roads, Bridges and Sidewalks</p> <p style="font-size: 24px; font-weight: bold;">\$28.15 PER MONTH</p> <p><small>Compared to: Private snowplowing at \$50/hour</small></p>
<p>Planning and Development Services</p> <p style="font-size: 24px; font-weight: bold;">\$10.56 PER MONTH</p> <p><small>Compared to: Planning/engineering consulting fees at approximately \$150/hour</small></p>	<p>Facilities, Parks and Trails</p> <p style="font-size: 24px; font-weight: bold;">\$42.45 PER MONTH</p> <p><small>Compared to: A Family Day Pass at an amusement park for \$100</small></p>
<p>By-law and Licensing Services</p> <p style="font-size: 24px; font-weight: bold;">\$4.18 PER MONTH</p> <p><small>Compared to: License plate renewal for \$120/year</small></p>	<p>Waste Management</p> <p style="font-size: 24px; font-weight: bold;">\$9.70 PER MONTH</p> <p><small>Compared to: Private waste disposal (bin rental) \$245/week</small></p>

PLANNING FOR OUR FUTURE TODAY

MULOCK ESTATE TO BE TRANSFORMED INTO ICONIC COMMUNITY PARK

Earlier this year, the Town of Newmarket purchased the Mulock Farm/Estate located at the northwest corner of Mulock Drive and Yonge Street. The vision for the property is to transform the area into an iconic urban oasis and green space. The property will be used for recreational purposes year-round. Features could include land to accommodate walking trails, a one-kilometre skating trail throughout the site that could be programmed with lights, fire pits and market vendors, and an outdoor skating rink.

The cost of the property is \$24 million. So how will this affect your property taxes? This community development project will cost approximately \$46.44 per year for the average taxpayer over 30 years,* accounting for a 2.6 per cent increase on the tax base.

*Estimate based on the average assessed home in Newmarket.

WE WANT TO HEAR FROM YOU! GET INVOLVED

YOUR TAX DOLLARS. YOUR VOICE MATTERS.

The Town of Newmarket is focused on delivering top-quality services and programs to our residents. We will be looking for your feedback on the plans for the Mulock Estate and for the 2019 budget process.

HERE'S HOW YOU CAN GET INVOLVED:

1 GIVE us your feedback online
Visit newmarket.ca/2019budget

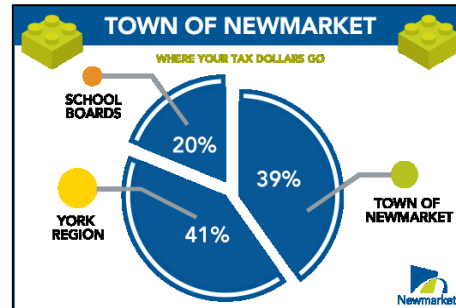
3 CONTACT your Council representative
Your Councillor wants your input and feedback. You can find out what Ward you live in and your Councillor's contact information at newmarket.ca

2 Public Budget Meetings ATTEND or VIEW ONLINE
All meetings take place at the Municipal Office (295 Mulock Drive). Visit newmarket.ca for details.

4 SPEAK with us at our Budget Booth at various events
Visit newmarket.ca/2019budget for event details.

For more information, visit newmarket.ca/2019budget

WEBSITE/DIGITAL



2019 Budget Engagement

Game results



Facilities, Parks and Trails



22.3%

Community Programs and Events



15%

Fire and Emergency Services



13.9%

Roads, Bridges and Sidewalks



12.9%

Planning and Development Services



11.5%

Public Library Services



9.8%

Waste Management



7.6%

Satisfied with all services equally



4.4%

By-law and Licensing Services



2.6%

A total of
408
participants
played the game
online and at
events

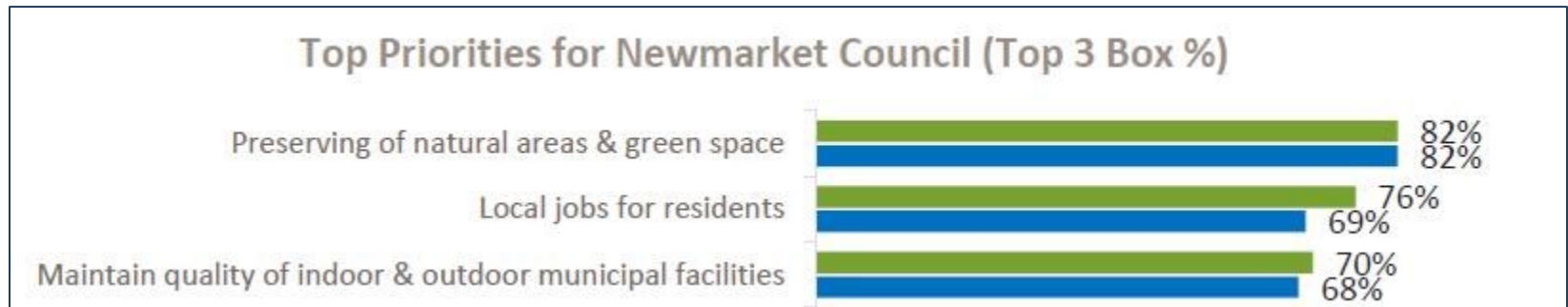


2019 Budget Engagement Trends



2018 Community Survey Results

- **85%** of residents surveyed indicated that they were receiving at least fair value for their tax payer dollars and user fees spent in support of Town services.
- Residents indicated that two of the top three priorities for Newmarket Council should be: preserving natural areas and **green space**; and maintaining quality of indoor and outdoor municipal **facilities**.



Source: 2018 Community Survey Results



2019 Budget Engagement

Next steps



Phase II will focus on promoting opportunities for engagement and participation in the budget process.

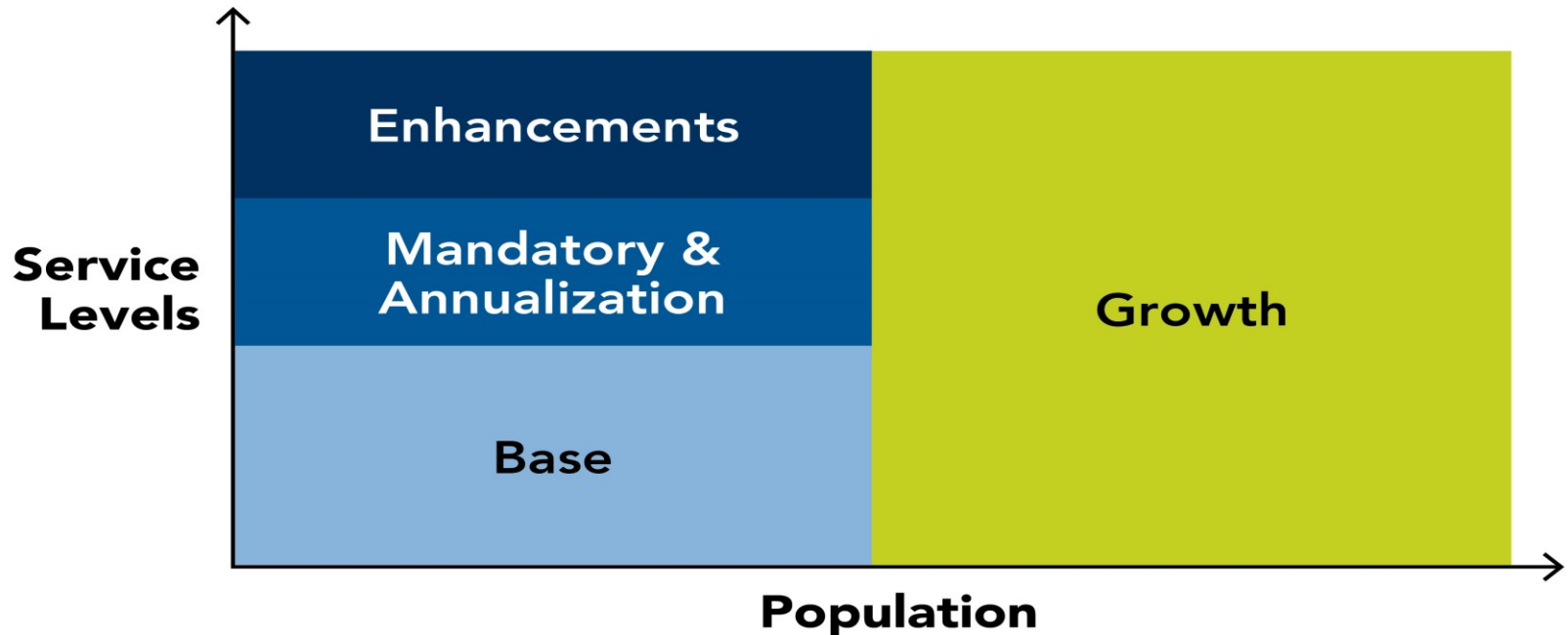


2019 Budget Methodology

- \$150 million budget is made manageable but breaking it out:
 - Components – how the items relate to service levels
 - Major funding source



Budget Components relate to service levels



- Maintaining service levels for a growing population is Growth.
- Increases in service levels are either mandated (Mandatory) or discretionary (Enhancements).
- The Base is maintain the existing service level for the existing population. Its main driver is inflation.



Operating Budget ³⁵ is broken out by major funding source



TAXES



**ASSESSMENT
GROWTH**

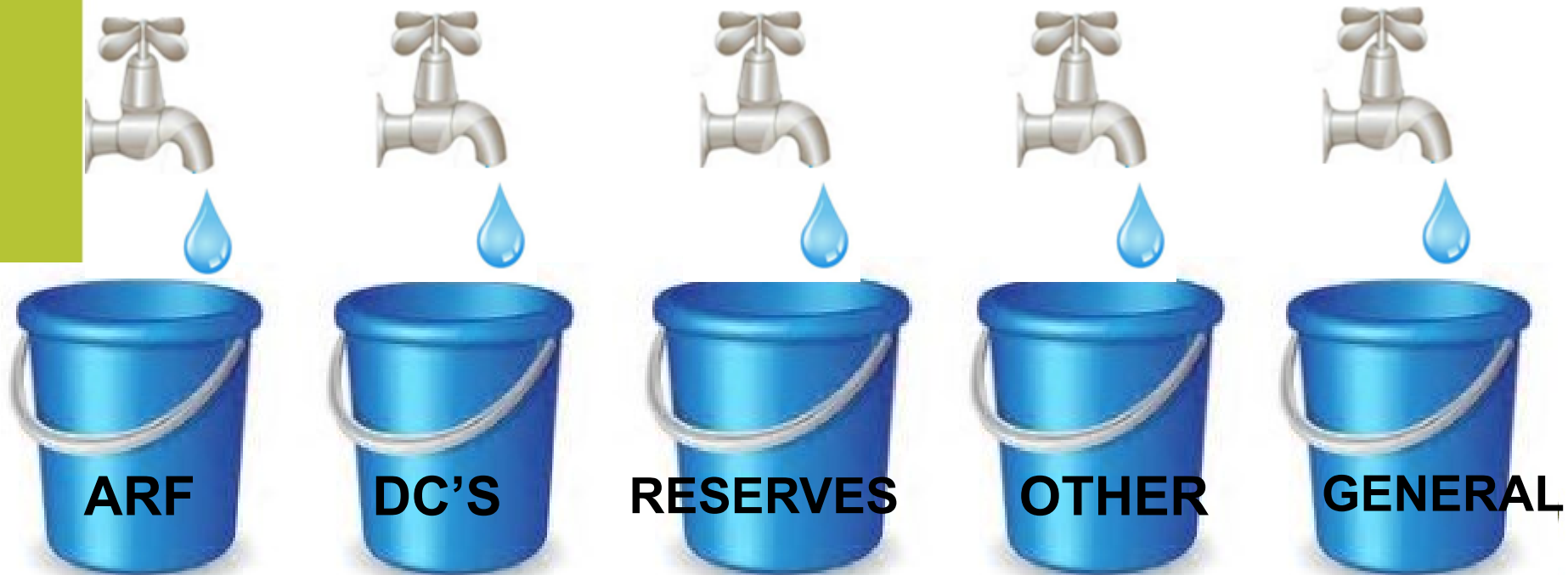


STORMWATER

BUILDING



Capital Budget is broken out by major funding source



Proposed Budget Targets: Tax-supported operating

Budget Section	Target	
Tax-supported budget		
Base budget	2.95%	CPI (October, Toronto) + 0.25%
Growth – expenses	1.20%	Expenses matched against growth revenue
Growth - revenue	(1.20%)	
Enhancements	0%	
Extraordinary items	0%	Solution to be proposed with the preliminary draft budget
ARF contribution	1.00%	Capital Sustainability Strategy
	3.95%	

Although referred to as “targets”, these set the maximum allowance for the budgets. If funds are not required, budgets will be submitted below these amounts.



Proposed Budget Targets:

Other budgets

Budget Section	Target	
Water	9.28%	5.1% increase to the average residence. Target based on 6-year plan.
Wastewater	3.59%	
Stormwater	11.8%	Per 6-year plan
Building	0%	
Capital		All expenditures to be within the available funding envelopes.

Although referred to as “targets”, these set the maximum allowance for the budgets. If funds are not required, budgets will be submitted below these amounts.



What's Next

- January 14, 2019 – presentation of the draft operating and capital budgets
- January 21, 2019 – information will be posted on Town website
- Councillors are encouraged to confer with the Treasurer and other members of staff





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Financial Sustainability Update Staff Report

Report Number: 2018-75

Department(s): Financial Services

Author(s): Mike Mayes, Director of Financial Services/Treasurer

Meeting Date: December 10, 2018

Recommendations

That the report entitled Financial Sustainability Update dated December 10, 2018 be received for information.

Executive Summary

See below.

Purpose

The purpose of this report is to provide an update on the status of the factors that constitute the Town's Sustainable Financial Strategy. This should be done at least on an annual basis and it is appropriate to do so now at the commencement of the 2019 budget process.

This is an opportunity to outline any new initiatives that may be undertaken related to financial sustainability, such as upcoming policy recommendations or housekeeping matters.

Background

The Town's Sustainable Financial Strategy contains the following five elements:

1. Asset Management
2. Debt
3. Investment Strategy
4. Revenues
5. Reserves and Reserve Funds

The last update was provided as part of Finance Report 2018-11, Policies for Financial Sustainability, dated April 30, 2018.

The performance data comes from the Town's audited financial statements and two main third party sources:

1. The Ministry of Municipal Affairs and Housing (MMAH) produces the following annual report cards for each Ontario municipality:
 - a. The Financial Indicator Review, which reports on sustainability and flexibility indicators; and
 - b. The Annual Repayment Limit (ARL), which puts a statutory restriction on borrowing.
2. BMA Consulting prepares an annual report for 113 participating Ontario municipalities, which includes almost all of the GTA. It utilizes financial information from municipal financial information returns (FIR's), tax data, and fees & charges postings; along with demographics from Statistics Canada to identify trends and make comparisons.

The final report for 2018 has not been issued yet; any BMA reference is to the draft report.

Discussion

Updates since April 30, 2018.

Asset Management

Central York Fire Services (CYFS) has prepared an Asset Management Plan (AMP) which was approved by the overseeing Joint Council Committee (JCC) on June 12, 2018. This is part of the 10-year financial plan and covers all vehicles and equipment. It now forms the basis for future CYFS capital requests.

AMP's will be required for all of our core assets by July 1, 2021 and for the remaining assets by July 1, 2023.

Council adopted the Town's first Asset Management Policy on January 11, 2016. This will need to be updated every 5 years.

Continuing implementation of the Asset Management Strategy will include work on levels of service, conditions assessments, data inventories, processes and software. An update will be provided in 2019.

The Town's current Development Charges (DC) By-law is due for update by September 2019. A staff task force is currently working with our consultant to develop a background study to support the new by-law. This background study will be the basis for future growth-related capital requests.

Debt

A revised debt policy was adopted earlier this year which clarified the use of debt financing. No changes were made to the overall restrictions on debt.

On July 16, 2018, the Town borrowed \$26 million to purchase the Mulock Estate. The funds were borrowed from Infrastructure Ontario, through the Regional Municipality of York. The loan is in the form of a 30-year debenture at a fixed interest rate of 3.49%. This loan has a significant impact on debt-related indicators.

Debt levels are monitored with reference to:

- Strength of the underlying asset – long-term debt as a percentage of the net book value of tangible capital assets. (Net book value of an asset is its original cost less accumulated depreciation applied to it.)

2012	2013	2014	2015	2016	2017	2018 projected
11.2%	10.3%	9.4%	8.5%	7.7%	6.9%	10.7%

- Capacity to pay the debt servicing cost - debt servicing cost as a percentage of total own-source revenue. Debt servicing costs include both the principal and interest portion of payments. Own-source revenue is essentially property taxes and user fees excluding development charges, grants, proceeds on disposal of tangible capital assets, increase/decrease in government business enterprise equity. It is the metric that the province uses for the Annual Repayment Limit that municipalities are required to adhere to.

2012	2013	2014	2015	2016	2017	2018 projected
5.5%	5.3%	5.3%	4.9%	4.6%	4.5%	5.8%

The Debt Policy sets a limit of 10%. We are still well within that limit. The MMAH will still rate the Town's debt levels as a low level of risk to financial flexibility. At the current Infrastructure Ontario rates for 20-year debentures, we could borrow another \$60 million.

One of the Town's debentures will be due for renewal in 2019. This is the debt for the Operations Centre. It is amortized over 20 years and has an initial 10-year term that expires in 2019. If renewed, this would be at current interest rates. Staff is recommending that this loan be paid out – this is covered in a separate Financial Services Report entitled Debt Retirement.

Investment Strategy

The Town's Investment Policy and Strategy were both updated in January of 2016. They will be reviewed again in 2020.

Our investments are based on a 3-stream approach:

1. The first stream is short-term investment of operating funds, taking advantage of seasonal and cyclical cash fluctuations.
2. The second stream is medium and long-term investment of reserve funds, using the projected surplus of long-term balances.
3. The third stream is in business enterprises. These include internal projects that pay for themselves by generating revenues or saving costs, such as the Honeywell streetlight retrofit; and external investments such as our ownership in Newmarket-Tay Hydro.

The Strategy establishes a benchmark, which is the return earned on our bank balances, i.e. a status quo of no investment effort. Success is measured by how much the actual investment return exceeds the benchmark, which is referred to as incremental investment income earned. This income is allocated to the operating and reserve funds based upon targets set in the budget process.

The table below is a measure of the relative success of our 1st and 2nd streams of investments. The recent increases in interest rates have reduced these returns but have more than compensated that with a better return on our passive investments – interest on our bank accounts.

2013	2014	2015	2016	2017	2018 Projected
\$59,767	\$221,951	\$244,299	\$417,522	\$279,223	\$120,000

The Town maintains high cash balances due to not having a solid multi-year capital budget. Improvements in capital forecasting will allow the Town to invest more of its cash and receive higher yields.

Revenues

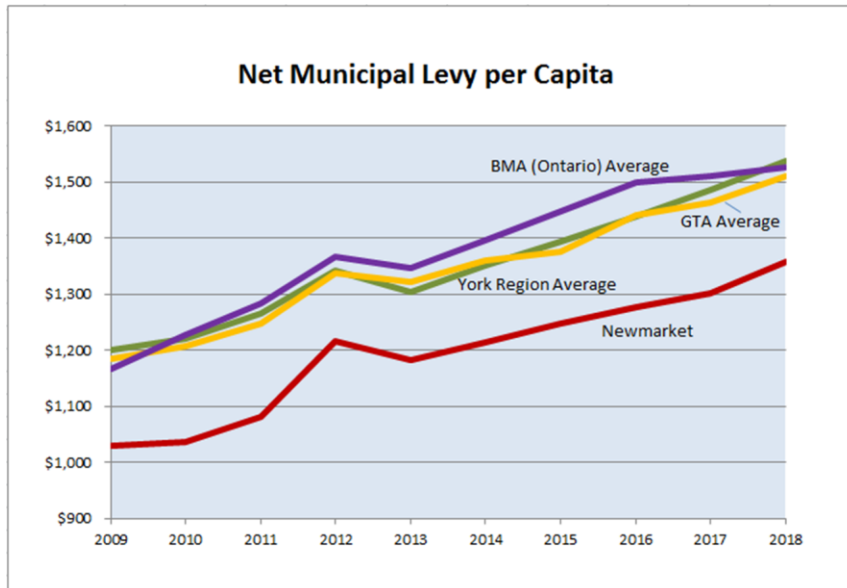
With 80% of the Town's revenues coming from property taxation and user fees, the strategy has focused on these two areas.

Proactive Assessment Management (PAM) was implemented in 2016 to protect our property tax assessment base. In recent years, the base has been put under more risk with changes in legislation and assessment and classification challenges from significant non-residential taxpayers. We have been collaborating with the Municipal Property Assessment Corporation (MPAC), making more extensive use of tax and assessment analysis tools and have become more diligent in the application of the policy.

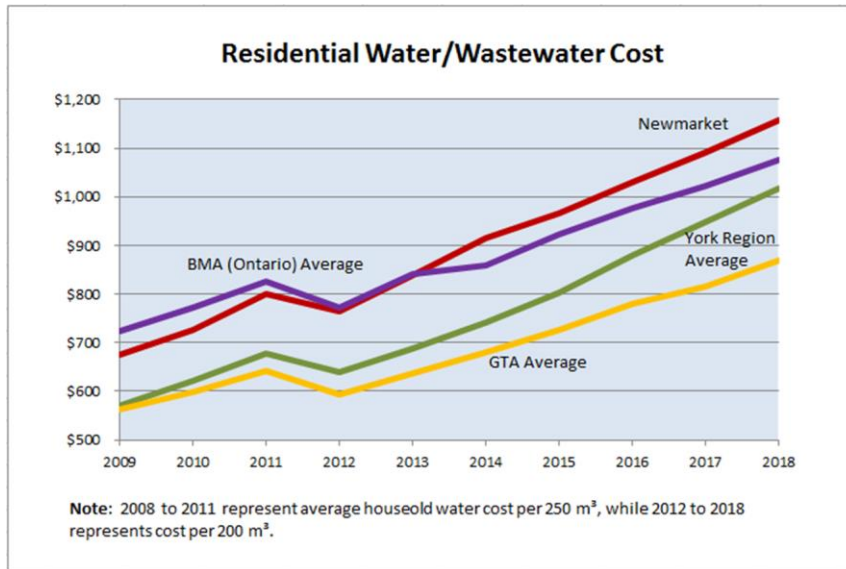
As a result, while there have still been material adjustments, we have been able to predict and mitigate some of the impact.

The Service Pricing Policy was adopted by Council in 2006. It's goal was to create a cost-based framework for setting user fees and to relieve the pressure on property taxes. Staff is reviewing the policy to ensure that the Town's service pricing best promote social well-being. All the while, the policy will ensure that taxpayers are not overly burdened by subsidizing services. This review will be done in coordination with the Recreation Master Plan Playbook as it reviews pricing.

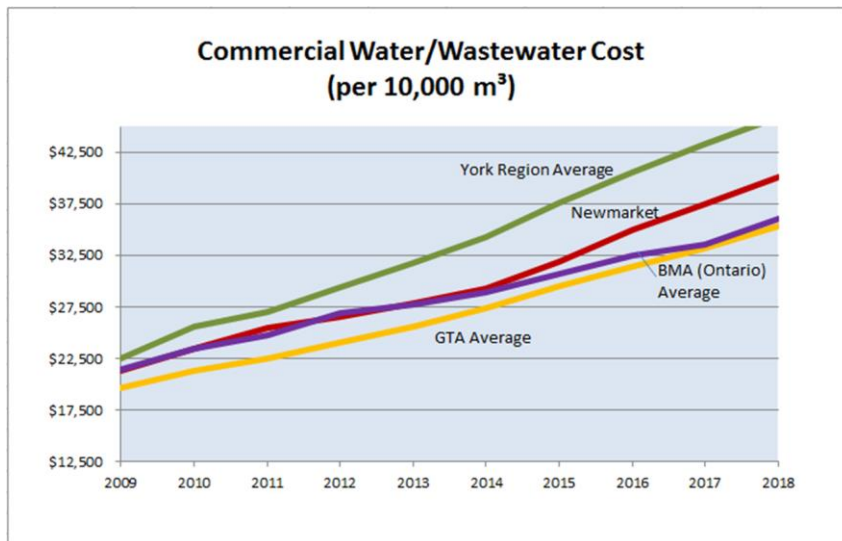
Per the BMA study, Newmarket's property taxes continue to be competitive:



Newmarket's water and wastewater rates, which are at sustainable, full cost recovery levels, are higher than our neighbours for residential users. We have the 2nd highest residential rates in York Region.



However, our charges to heavy commercial and industrial users are relatively lower:



For this reason, the Town started implementing tiered water rates in 2017, with full implementation by 2020 with the goal to shift the burden off the residential user to balance out the higher residential rates and the lower commercial rates.

Reserves and Reserve Funds

Reserves and reserve funds are operating surpluses set aside for future purposes. Whether the funds are a contingency or a savings account, they provide for rate stabilization by preventing future rate spikes. The spikes may be due to events that are either unforeseen (contingency) or foreseen (e.g. savings for a capital replacement). Reserves tend to be shorter term and do not earn interest.

The Town has many different Reserves and Reserve Funds established by Council for a variety of purposes. A Reserve and Reserve Fund Policy was adopted earlier in 2018. This sets a framework for a review of our current practices. The review will be undertaken in 2019 and will consolidate, create and eliminate reserves as appropriate. It will also define targets and funding sources. A by-law will be enacted to formalize the policies on reserve funds.

The Elman Campbell Museum has a separate fund, the Museum Fund, which has been set up similar to a separate trust fund. A separate Financial Services report will be recommending that this be reconfigured to align more with the original intent for this fund.

Collectively, reserves and reserve funds for operating purposes are usually compared to the expenses they support or the revenues that they stabilize. Those for capital purposes will be discussed in the next section.

The primary measure for MMAH is Total Reserves and Discretionary Reserve Funds as a Percentage of Operating Expenses.

	2013	2014	2015	2016	2017
Newmarket	48.7%	43.2%	37.9%	43.7%	46.1%
Median	47.3%	46.3%	51.1%	52.7%	58.2%
Average	52.5%	52.0%	55.7%	58.0%	59.5%

No reasonable projection for 2018 can be provided at this time.

Although the Town is below the Ontario average, the Ministry of Municipal Affairs considers it a “low level of challenge”, i.e. good.

As the main purpose of reserves and reserve funds is rate stabilization, levels should be compared by fund to the primary funding source.

	2012	2013	2014	2015	2016	2017
Tax Discretionary Reserve as a % of Taxation Revenue	27%	32%	15%	7.4%	8.2%	7.3%
Water Reserve as a % of Water Revenues	132%	140%	149%	154%	161%	165%
Wastewater Reserve as a % of Wastewater Revenues	85%	93%	106%	116%	121%	139%

The Town's overall Reserve and Reserve Fund position is good, but as can be seen from the above table, this is due to the Water and Wastewater Reserves. The BMA Study reinforces this by showing that Newmarket's tax-supported reserves are ranked as the 3rd lowest while our water reserves (4th highest) and wastewater reserves (9th highest) are ranked much higher. This is the result of investments in asset replacement as will be shown in the next section.

Asset Replacement Fund

The Asset Replacement Fund (ARF) was created in 1998. It's original goal was to ensure that Newmarket could afford to replace future capital assets as required.

Contributions were based on the amount needed to be set aside on an annual basis to cover the cost to replace an asset at the end of its life cycle. The amounts were based on the current replacement value and not historical cost. No adjustments were made for contributions that should have been made prior to creation of the ARF.

The initial annual contributions to the ARF were only 50% of the estimated requirements. Exceptions were made for water, wastewater and fire, which all started at 100%. Over time, the contributions on the other assets were increased and they hit 100% in 2008.

There were no further increases in ARF contributions until the Capital Financing Sustainability Strategy in 2013 recommended annual infrastructure levies of 1%. This resulted in infrastructure levies in 2013 (0.84%), 2014 (0.74%), 2015 (1%), 2016 (0.80%) and 2018 (0.68%). There was no increase in 2017.

Funding the Asset Replacement Fund takes up a significant portion of our operating budgets – approximately 14% – and with the infrastructure deficit, it is a perennial budget driver. A separate ARF policy was created earlier this year. Its main budget impact was to restrict ARF funding to tangible capital assets (TCA). There will be a separate Financial Services Report to detail the implications of this within the 2019 budget.

There is no industry standard measure available at this time. The usual providers of municipal key performance indicators, MMAH and BMA have not yet provided a suitable recommendation.

A metric has been considered by the Municipal Finance Officers Association of Ontario (MFOA) and used by our internal auditors in their review of our infrastructure levy. That metric is capital reserves as a percentage of the accumulated amortization of tangible capital assets. BMA has started making some limited use of this but they use all reserves and not just those set aside for asset replacement.

Amortization is the accounting term for depreciation, the proportional annual allocation of the original cost of an asset. Accumulated amortization is the sum of the depreciation over the years. Net book value is the original cost of the asset less its accumulated amortization at a given point in time. At the end of an asset's expected useful life, the accumulated amortization will equal its original cost and the asset is then considered fully amortized and has no net book value.

To illustrate, take an asset purchased for \$20,000 with a 20-year life expectancy. It would have annual amortization of \$1,000 and after 5 years would have an accumulated amortization of \$5,000, and a net book value of \$15,000. Setting aside the amortization of \$5,000 in a reserve fund would be prudent. (Note that market value or replacement cost is not considered for accounting purposes – setting aside 25% of the projected replacement cost would be even better).

If funds are set aside on an annual basis equal to the amortization, then the capital reserves would be at 100% of the accumulated amortization at the end of the asset's lifecycle. That would represent current ratepayers paying for the cost of the tangible capital assets that provide services to them. This has not been the experience of Newmarket or most municipalities.

Capital Reserves as a % of Accumulated Amortization

	2012	2013	2014	2015	2016	2017
Combined	8%	10%	9%	8%	9%	11%
Tax Supported	-5%	-4%	-7%	-10%	-8%	-10%
Rate Supported	46%	50%	53%	55%	58%	42%

Contributions to Capital Reserves as a % of Amortization Expenses

	2013	2014	2015	2016	2017
Combined	86%	88%	92%	106%	101%
Tax Supported	74%	85%	82%	81%	69%
Rate Supported	99%	94%	113%	212%	244%

The tax-supported deficit is being financed by the rate-supported surplus. An ARF Strategy will be developed to deal with these issues. It is on the list of outstanding Committee of the Whole issues to be presented in the 3rd quarter of 2019.

Future Policies

Budget Policy

The 2018 and 2019 budget processes are test runs for an upcoming budget policy: the principles that will be incorporated into the policy are being put into practice. A formal policy will be presented for review and adoption prior to the start of the 2020 budget process.

Gas Tax Policy

The Federal Gas Tax allocation can be used for a wide variety of capital projects but the Town's practice has been to restrict it to roads projects. There is a reasonable cost/ benefit relationship with that choice. Consideration could be given to formalizing that arrangement or expanding its scope.

Ontario Community Infrastructure Fund

Similar to the Gas Tax, the province provides a formula-based allocation that the Town has been using for road re-surfacing and its Asset Management Strategy. This could be formalized into a policy.

Allowances for Employee Benefits

Certain employee benefits require the establishment of an allowance for them, either as a reserve fund or a liability. These include Post-Retirement Benefits, Long-Term Disability and Health and Dental benefits. We should also consider provisions for short-term leaves – vacation, illness, parental, etc.

There are currently procedures in place. A comprehensive policy, developed by Financial Services and Human Resources would provide clear funding targets.

Conclusion

These policies and strategies, if and as approved, will be factored into the 2019 and future budget processes as appropriate.

Business Plan and Strategic Plan Linkages

This report links to Newmarket's key strategic directions in being Well Managed through fiscal responsibility.

Consultation

The Senior Leadership Team (SLT) has been consulted in the development of these policies. Data was obtained from our audited financial statements, the Ministry of Municipal Affairs and Housing's Financial Indicator Report and Annual Repayment Limit report, and the draft BMA Study.

Human Resource Considerations

Not applicable.

Budget Impact

This information may inform future Operating and Capital Budgets.

Attachments

None.

Approval

Mike Mayes, CPA, CGA, DPA
Director, Financial Services/Treasurer

Esther Armchuk
Commissioner, Corporate Services

Contact

For more information on this report, contact: Mike Mayes at 905-953-5300 ext. 2102 or via e-mail at mmayes@newmarket.ca



Town of Newmarket
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Newmarket, Ontario, L3Y 4X7

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Debt Retirement Staff Report

Report Number: 2018-76

Department(s): Financial Services

Author(s): Mike Mayes, Director of Financial Services/Treasurer

Meeting Date: December 10, 2018

Recommendations

1. That the report entitled Debt Retirement dated December 10, 2018 be received; and,
2. That the outstanding balance on the long-term debt for the Operations Centre be repaid to the Regional Municipality of York on or before April 29, 2019; and .
3. That the repayment be funded as outlined in this report; and
4. That the Treasurer be authorized to take whatever actions are required to comply with these directives.

Executive Summary

See below.

Purpose

The purpose of this report is to obtain Council's approval to retire the debt on the Operations Centre.

Background

The Newmarket Operations Centre at 1275 Maple Hill Court was constructed in 2009 at a cost of \$21.9 million. A \$12.4 million loan provided part of the financing. In compliance with provincial legislation, the loan was arranged through our upper tier municipality, the Regional Municipality of York (the "Region"). The Region was not able to secure the 20-year debenture that we had requested. Instead, they arranged a 10-year sinking fund

loan, which is being amortized over 20 years. As the term of the loan is shorter than the amortization period; at the end of the term, a lump sum payment will be required or the debt will need to be re-financed.

A sinking fund is a complicated debt/investment hybrid. The interest rate for the debt is 5%. In cooperation with the Region's investment department, the funds are being set aside with a target return of 3%. Thus, the net interest cost is 2%, as long as the Region continues to have good returns. To date they are \$59,414 ahead of target. The annual debt servicing for this loan is \$1,021,615.

The cost of the Operations Centre was split between tax-supported and rate-supported services. There were reserves available for the tax portion and the rest was to be financed by a loan funded by water and wastewater rates.

The 2014 Development Charges (DC) By-law update determined that there was a growth component to the new Operations Centre and provided for funding from DC's for Fleet and Outdoor Recreation (parks). In 2014, \$532,961 of DC funding was applied to debt servicing. This represented 52% of the cost and has been growing with annual indexing.

The Region has asked for formal direction from the Town, by way of the Treasurer, as to whether we will refinance or pay out the loan. The outstanding principal at the end of the current loan term, April 29, 2019, is \$7,796,000. A response is required by January 31, 2019. There is a projected balance of \$59,414 in additional investment returns, which could be applied towards the principal.

Discussion

The economic climate has changed since 2009. The current rate for long-term debt is about 3.5%. This is expected to increase again early in 2019. Similar increases will probably also happen with the rate of return on investments.

The Town's Water and Wastewater reserves are substantial. The 2018 budget projects a balance of \$50 million in asset replacement funds and \$4 million in rate stabilization reserves. There is sufficient cash available; a loan is not required.

While it is possible that extending the sinking fund loan could result in a small financial gain, there is an element of risk. Because the water and wastewater rate groups have sufficient resources to retire the debt, speculation is not recommended.

The retirement of the debt would be funded from the same sources that were applied to debt servicing – water rates and DC's. The 2019 DC Bylaw update will take this into consideration and calculate the appropriate contribution. The remainder will be funded by the water and wastewater funds. Please note that the update will not have Council approval until after the debt retirement.

It is recommended that the Treasurer be authorized to take out an internal loan from the Water and Wastewater Asset Replacement Funds to pay out the debt. This would be in the range of \$3.5 million to \$7.7 million, contingent upon the amount of DC funds that can be applied and the investment returns. Council will be advised at to the final amounts when they are known.

The reserve fund loan would not impair the capital programs for the utilities. It would be repaid by redirecting the budget for the sinking fund debt repayment to repayment of the internal loan.

Conclusion

Retirement of the loan will have a small impact on our debt metrics. It would reduce our projected debt servicing costs as a percentage of own source revenues for 2018 from 5.8% to 4.8%.

Staff will review the application of DC's for tax-supported services to reduction of the water and wastewater contributions. When the funding allocation for the debt retirement is finalized, a recommendation will be made to rebalance the inter-fund reserves.

Business Plan and Strategic Plan Linkages

This report links to Newmarket's key strategic directions in being Well Managed through fiscal responsibility.

Consultation

The Regional Municipality of York administers long-term debt financing on behalf of the Town of Newmarket. The Region also manages the related investments for sinking fund debt. This is overseen by the Region's Sinking Fund Committee; the Town has voting membership.

Human Resource Considerations

Not applicable.

Budget Impact

Any possible operating budget impact will be offset by adjustments to the water and wastewater ARF contributions.

Consideration in 2019 of the inter-fund balancing may result in transfers from the water and wastewater ARF to tax-supported capital reserve funds, such as their ARF. They may assist with the inter-fund debt.

Attachments

Appendix A - October 3, 2018 correspondence from the Region

Approval

Mike Mayes, CPA, CGA, DPA
Director, Financial Services/Treasurer

Esther Armchuk, LL.B
Commissioner, Corporate Services

Contact

For more information on this report, contact Mike Mayes at 905-953-5300, ext. 2102 or via e-mail at mmayes@newmarket.ca



October 3, 2018

Mr. Mike Mayes
Director, Financial Services/Treasurer
Town of Newmarket
395 Mulock Drive
P.O. Box 328
Newmarket, ON L3Y 4X7

Re: Debenture Maturity on April 29, 2019

Dear Mr. Mayes,

In April 2009, the Town of Newmarket participated in a long term debenture issuance of \$12,400,000 along with the Region. The amount of \$7,796,000 is coming due for refinancing on April 29, 2019, pursuant to Regional bylaw 2009-45 and 2009-46 (see attachments). Please provide us direction with respect to the repayment of the maturity amount in full, or direct the Region to refinance this amount on your behalf for an additional 10-year term in accordance with Section 403 of the *Municipal Act, 2001*.

Should you choose to remit the repayment in full, please ensure that the Region receives the payment on or prior to April 29, 2019 by wire transfer or cheque. Currently, the projected outstanding sinking fund surplus is \$59,414 (see attached payment schedule) and the amount is subject to final confirmation closer to the due date.

We would appreciate your direction as soon as possible to allow us time to prepare for next year's debt issuances and no later than January 31, 2019.

Sincerely,

Lindsay Allison
Head, Financing and Reserves
1-877-464-9675 ext.76260
c: Laura Mirabella
Ed Hankins

**Town of Newmarket
Payment Schedule
Bylaw 2009-45 and 2009-46**

Year	Sinking Fund Requirement	Interest Amount	Sinking Fund Principal Payment	Annual Sinking Fund Balance (estimated Cap. Rate of 3%)
2010	\$401,615	\$620,000	\$0	\$401,615
2011	\$401,615	\$620,000	\$0	\$815,278
2012	\$401,615	\$620,000	\$0	\$1,241,352
2013	\$401,615	\$620,000	\$0	\$1,680,207
2014	\$401,615	\$620,000	\$0	\$2,132,228
2015	\$401,615	\$620,000	\$0	\$2,597,810
2016	\$401,615	\$620,000	\$0	\$3,077,360
2017	\$401,615	\$620,000	\$0	\$3,571,295
2018	\$401,615	\$620,000	\$0	\$4,080,049
2019	\$401,615	\$310,000	\$12,400,000	\$4,604,066
Grand Total	\$4,016,150	\$5,890,000	\$12,400,000	

Sinking Fund Principal Payment Due on April 29, 2019	\$12,400,000
Less: Sinking Fund Balance at April 29, 2019	(\$4,604,066)
Gross Amount to be Refinanced	\$7,796,000

Projected Sinking Fund Surplus (\$59,414)



Town of Newmarket
395 Mulock Drive P.O. Box 328,
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Elman Campbell Museum Fund Staff Report

Report Number: 2018-77

Department(s): Financial Services

Author(s): Mike Mayes, Director, Financial Services

Meeting Date: December 10, 2018

Recommendations

1. That the report entitled Elman Campbell Museum Fund dated November 19, 2018 be received; and,
2. That this fund be renamed from a “Trust Fund” to The Elman Campbell Museum Fund; and,
3. That the balance in the fund be transferred to the Town of Newmarket’s reserve fund bank account and be accounted for as a reserve fund effective January 1, 2019; and,
4. That the restrictions as set out in the original agreement be maintained; and
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Executive Summary

See below.

Purpose

The purpose of this report is to meet Elman Campbell’s intentions for the Museum Fund and ensure compliance with the original agreement. This can be best accomplished by converting the current “Trust Fund” into a reserve fund while maintaining the Museum Board’s authority.

Background

By-law 1988-170 approved and enacted a November 30th, 1988 agreement between Elman Campbell and the Town of Newmarket (attached as Appendix A). The general terms were as follows:

1. That a fund would be created and entitled The Elman Campbell Museum Fund.
2. That this fund would be administered by the Town.
3. That the Town would allocate from the income of the fund a portion for the Museum Board to use for capital expenditures, including artifacts and displays.
4. If the allocated income exceeds the capital requirements, a portion may be spent on operating expenses.
5. That the original contributions or “capital” of the fund would be maintained.

The fund has been referred to as a “Trust Fund” and set aside in a bank account separate from the Town’s other operating and reserve funds. It is not clear why this happened.

There is no evidence that a legal trust relationship was ever established; however, separate financial statements are prepared for the “trust” and additional audit fees are incurred as a result.

At the end of 2017, the fund had a balance of \$329,000; \$120,000 in short to mid-term investments and the remainder in cash. The separation and size of the account limits the investment returns.

Discussion

To comply with the original 1988 agreement, the following changes should be undertaken:

1. The fund should be renamed The Elman Campbell Museum Fund (or Museum Fund for short).
2. The Fund should no longer be referred to as a “trust”.
3. The Museum Board should make formal annual capital requests for the use of the Museum Fund’s income.

The separate Museum Fund bank account should be closed and the balance transferred to the Town’s reserve fund bank account. There is no requirement for a separate bank account. The reserve fund would be allocated interest.

Better returns can be achieved through this consolidation.

Separate audited financial statements should no longer be prepared: they are not required. This will result in some internal efficiencies and possibly some savings on our audit costs.

Council has never made a formal decision on any of the previous years’ investment income for the fund. Under the Agreement, they may allocate it to the Museum Board or increase the “capital” portion of the fund (the portion not available for future expenditures).

When the Town's consolidated 2018 results are brought forward for disposition, this can be addressed.

Conclusion

Next steps:

Approval of these recommendations would remove the requirement of a separate set of financial statements for the Fund, and the need for a separate audit.

When the Town's 2019 results are determined, Council can then decide on the capital portion of the Museum Fund.

Business Plan and Strategic Plan Linkages

This report links to Newmarket's key strategic directions in being Well Managed through fiscal responsibility.

Consultation

The Town's Audit Committee recommended a review of the Elman Campbell Museum Fund.

The Town's Legal Services department has confirmed that there is no trust relationship.

The current term Museum Board was disbanded before there was an opportunity to discuss this matter with them. Council will appoint members to a new Board early in 2019. Although it does not appear that its approval is required, obtaining their feedback is recommended.

Human Resource Considerations

Not applicable.

Budget Impact

By consolidating the fund with the other reserve funds, a better rate of return can be achieved on investments. This would increase future funds available to the Museum Board.

Potentially, some of the investment income could be applied to the operating budget if the revenue exceeds the current capital requirements. This is not recommended but is an option for consideration. The ability to do so already exists and is not subject to adopting the recommendations of this report.

Attachments

Appendix A – By-law 1988-170, agreement between Elman Winton Campbell and the Town of Newmarket

Approval

Mike Mayes, CPA, CGA, DPA
Director, Financial Services/Treasurer

Esther Armchuk, LL.B
Commissioner of Corporate Services

Contact

For more information on this report, contact: Mike Mayes at 905-953-5300 ext. 2102 or via e-mail at mmayes@newmarket.ca

CORPORATION OF THE TOWN OF NEWMARKET

BYLAW NUMBER 1988-170

A BYLAW TO APPROVE AN AGREEMENT BETWEEN ELMAN WINTON CAMPBELL AND THE CORPORATION OF THE TOWN OF NEWMARKET.

BE IT ENACTED by the Municipal Council of the Corporation of the Town of Newmarket as follows:


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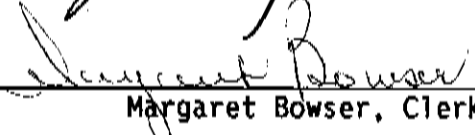
1. That the Agreement between Elman Winton Campbell and the Corporation of the Town of Newmarket, dated the 30th day of November, 1988, a true copy of which is attached hereto, be and the same is hereby approved.

NA

2. That the Mayor and Clerk are hereby authorized and instructed to sign the same on behalf of the Corporation and to affix the Corporate Seal thereto.

PASSED this 5th day of December 1988.



R. J. Tynney, Mayor


Margaret Bowser, Clerk

THIS AGREEMENT made this 30th day of November,
1988.

B E T W E E N:

**ELMAN WINTON CAMPBELL, of the Town of
Newmarket, in the Regional Municipality of
York, Province of Ontario,**

**(hereinafter referred to as "Campbell"),
OF THE FIRST PART;**

-and-

CORPORATION OF THE TOWN OF NEWMARKET

**(hereinafter referred to as the "Town"),
OF THE SECOND PART.**

WHEREAS Campbell wishes to provide a capital fund to be known as **"THE ELMAN CAMPBELL MUSEUM FUND"**, hereinafter referred to as the "Museum Fund" for the benefit of the Board of Management for the Newmarket Museum, or others, and wishes to transfer to the Town the personal property listed in Schedule "A" annexed hereto and may hereafter transfer or cause to be transferred to the Town other real or personal property, all of which is to be held by the Town for the purposes and with and subject to the powers and provisions hereinafter declared and contained.

NOW THEREFORE THIS INDENTURE WITNESSETH THAT in consideration of the premises and of the mutual covenants and agreements herein contained, it is hereby covenanted and agreed by and between the parties hereto as follows:

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ARTICLE I

DEFINITIONS

In this Agreement, unless the context indicates otherwise, the expressions recited hereunder shall have the following meaning and shall be construed accordingly and the singular shall include the plural and the masculine gender shall include the feminine gender.

1.1 "Board" means the board that manages and controls the affairs of the Museum.

1.2 "In the discretion of the Town" or other words of like import means the vesting in the Town of the discretion to decide and dispose of the matter or matters in respect of which the discretion has been given.

1.3 "Museum" means the Newmarket Museum, or its successor.

1.4 "Museum Fund" shall mean all moneys, securities, property and assets under the control of the Town and any further or additional real or personal property which Campbell or any other person may donate to or vest or cause to be vested in the Town and all capital accretions to and all income from such property to be held by the Town with and subject to the powers and provisions of this agreement and any property substituted therefor.

ARTICLE II

PAYMENT OF INCOME AND CAPITAL

2.1 The Town shall retain the Museum Fund for the benefit of the Museum. In the event that the Museum shall

discontinue its operation, the Town shall retain the Museum Fund for cultural purposes as defined by the Town by Resolution from time to time.

2.2 Subject to paragraph 3, the Town may pay to or for the benefit of the Board all or any part of the annual net income of the Museum Fund as the Town in its absolute discretion may determine by Resolution.

2.3 The Town may accumulate all or any part of the annual net income of the Museum Fund, and any income so accumulated is to be added to the capital of the Museum Fund at the end of each year.

ARTICLE III

CONDITIONS

3.1 The Board's interest in the Museum Fund is subject to the following conditions:

- (a) the Board shall use any money received from the Museum Fund only for the purchase and/or restoration of,
 - (i) artifacts,
 - (ii) accessories required for the display of artifacts
 - (iii) models for display purposes,
 - (iv) furniture, fixtures and equipment,
 - (v) capital improvements to premises used for museum purposes,
 - (vi) computer,

Page 4

and not for expenditures incurred in operating and maintaining the Museum, including, but not restricted to, expenditures for,

- (vi) office supplies of any kind,
- (vii) bank charges,
- (viii) insurance,
- (ix) audits,
- (x) memberships,
- (xi) salaries and benefits, and
- (xii) seminars;

unless all of the capital requirements of the Board as described in paragraph 3.1(a)(i)-(v), inclusive, have been met in the current year in which case, 80% of the income earned in the year may be used for operating expenses and the balance shall be added to the capital and form part thereof.

- (b) Subject to the provisions of Article 3.1(a), the Corporation of the Town of Newmarket shall pay the operating expenses of the Museum;
- (c) the Museum shall conform to provincial standards and guidelines;
- (d) the Museum shall have a full time curator;
- (e) the Board shall have complete control of the building or portion thereof in which the Museum is lodged to the intent that the building or portion thereof be used exclusively for the benefit of the Museum and/or Archives;

Page 5

- (f) Board members must be appointed in the manner prescribed by provincial legislation;
- (g) the Board shall manage and operate the Museum in accordance with provincial legislation;
- (h) the Board shall submit an annual budget to the Town on the same date (to be set by the Town so as to co-incide with the preparation of its annual budget) every year; and
- (i) the Board shall submit written requisitions for funds ("Requisitions for Funds") in Form 1.

ARTICLE IV

POWERS

4.1 In addition to all other powers conferred upon the Town by the other provisions of this Agreement or by any statute or general rule of law, the Town, shall have and is hereby given the following powers to administer the Museum Fund:

- (a) To sell and call in and convert into money any part of the Museum Fund not consisting of money provided that the Town may retain any Government of Canada Bonds, Guaranteed Investment Certificates, Bank Term Deposits, Certificates of Canadian Chartered Banks, or deposits in Canadian Banks originally transferred

to the Town pursuant to this Agreement or hereafter assigned, transferred or appointed to the Town by Campbell or by any other person or persons. Save as aforesaid the Town shall take such steps as are necessary to sell or list for sale, call in, or convert into money, such parts of the Museum Fund within one year of the date on which such property vests with it.

- (b) When making investments under this agreement to make only such investments which are interest bearing and in which municipal corporations are permitted by law to invest, as it may consider advisable and subject to the foregoing to alter or vary such investments.
- (c) To exercise all voting powers attaching to and all rights incidental to the ownership of stocks, shares, bonds and other securities, and any other investments and property held as part of the Museum Fund, including voting all stocks, shares and other securities and issuing proxies to others; to sell or exercise any subscription rights and in connection with the exercise of subscription rights, to use any part of the Museum Fund for such purpose; to enter into any agreements concerning the ownership of any investment (stocks or shares) of any corporation which at any time forms part of the Museum Fund; to consent to and join in any plan, reorganization, readjustment or amalgamation or consolidation concerning any corporation whose stock, shares, bonds, debentures, notes or other securities at any time form part of the investments of this Museum

Fund; and to authorize the sale of the undertaking or assets or any portion of the assets or undertaking of any such corporation.

- (d) To act on the written opinion obtained from any lawyer or chartered accountant or architect, and the Town shall not be responsible for any loss, depreciation or damage occasioned by acting or not acting in accordance therewith provided that the Town acts in good faith.
- (f) To determine all questions and matters of doubt which may arise in the course of the management, administration or realization of the Museum Fund.
- (g) To institute and defend proceedings at law and to proceed to the final determination thereof or compromise the same as the Town considers advisable.
- (h) To carry out any transactions and enter into any contracts or agreements with any person or corporation concerning any asset forming part of the Museum Fund where the Town considers such agreement to be in the best interest of the Museum Fund, and in connection therewith the Town may make, execute, acknowledge and deliver any and all instruments that may be necessary, proper or desirable.
- (i) To deposit any cash funds forming all or part of the Museum Fund in any bank or trust company inside Canada.

- (k) To pay out of either or both the income and capital of the Museum Fund, as it may from time to time determine, any taxes or other imposts payable in connection with the Museum Fund by the Town or by the Museum.
- (l) From time to time and at any time or times to make or not to make any election or elections, determinations, distributions and/or allocations for the purpose of the Income Tax Act (Canada) or any similar legislation of any province or other jurisdiction in force from time to time as it in its absolute discretion deems to be in the best interest of the Museum Fund and/or the Museum and shall not be subject to question by any person, official, authority, court or tribunal whatsoever or whomsoever, provided the Town acted bona fide in exercise of such power.

ARTICLE V

RIGHTS AND DUTIES OF THE TOWN

5.1 The Town is exonerated from any responsibility or liability to Campbell or to his estate or to the Museum for loss or damage to the Museum Fund or to any part thereof through a bona fide exercise by it of any power conferred on it by this Agreement or by any statute or law.

5.2 The Town shall keep or cause to be kept accurate accounts of the Museum Fund and may have them audited annually by the Town's Auditor and the expense thereof shall be charged as provided in Article 5.4.

Page 9

5.3 The Town shall not be entitled to charge for its services to administer the Museum Fund.

5.4 Such other customary expenses in connection with the administration of this Museum Fund, and with the investment and reinvestment of any part of the Museum Fund and with the collection of income and other sums derivable therefrom, shall be charged against the income of the Museum Fund, but if such income is insufficient for the purpose, then such expenses shall be charged against the capital of the Museum Fund, or so much thereof as may be required.

ARTICLE VI

ADDITIONS TO THE FUND

6.1 Campbell or any other person may from time to time during the currency of this Agreement convey, transfer, or assign, by deed, or by will or in any other manner, any assets (being real, personal or mixed property) to the Town to become part of the Museum Fund and such additional assets so conveyed, transferred or assigned shall be held upon and be subject to the the terms and conditions herein set forth to the same extent and effect as if originally included in the property listed in Schedule "A" annexed to this Agreement.

ARTICLE VII

MISCELLANEOUS

7.1 This Agreement is intended and is hereby declared to be irrevocable by Campbell and notwithstanding anything herein

expressed or implied, no part of the capital or income of the Museum Fund shall be paid or lent or applied for the benefit of Campbell or any other donor in any manner or in any circumstances whatsoever, and no part of the capital shall revert to Campbell or to any other doner to the Museum Fund. In the event of the failure of any gift hereunder for any reason, the Museum Fund or the portion thereof shall be paid or transferred to the Town to be applied for cultural purposes, as defined by the Town by Resolution from time to time.

7.2 All assets of the Museum Fund shall hereby vest in the Town.

7.3 If at the time of delivery of any asset of the Museum Fund to the Museum, the whole or any part of the purchase price of such asset remains unpaid by Campbell or any donor or notes or other indebtedness of the Town made or incurred by it in connection with the purchase of such asset remains outstanding, the Town may deliver such asset to the Museum upon the Museum assuming the obligation to pay such price, note or other indebtedness or the Museum's pro rata share thereof, as the case may be, and agreeing to indemnify the Town in respect thereof and upon such terms and conditions as the Town thinks fit.

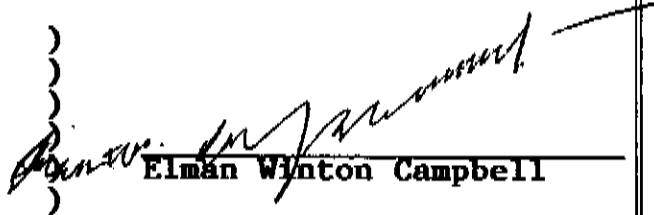
7.4 The Town may make a decision to exercise or not to exercise any of the powers conferred on the Town by this Agreement or by any statute or law notwithstanding that the Town may be or may hereafter be beneficially interested (directly or indirectly) in the result of such decision.

7.5 The Town hereby accepts the terms and conditions herein set forth and covenants and agrees to be bound by the provisions of this Agreement .

7.6 This Museum Fund has been created under the laws of the Province of Ontario, Canada, and its validity shall be determined by the laws of the Province of Ontario.

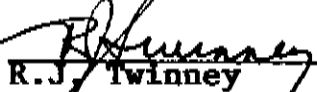
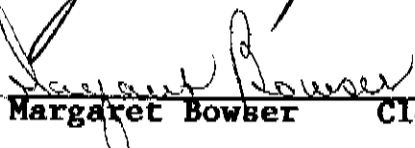
IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals on the day and year first above written.

SIGNED, SEALED AND DELIVERED
in the presence of:



Elman Winton Campbell

Corporation of the Town
of Newmarket


R.J. Twinney Mayor
Margaret Bowser Clerk

SCHEDULE "A"

The sum of Fifty Thousand Dollars (\$50,000.00).

SCHEDULE "B"
FORM 1
REQUISITION FOR FUNDS

TO:

WE REQUEST you to provide us with \$ _____ for the purchase of the following articles.

Number	Cost/Article	Description	Use	Need	Total Cost

DATED this _____ day of _____, 19 _____ .



Town of Newmarket
395 Mulock Drive P.O. Box 328,
Newmarket, Ontario, L3Y 4X7

Email: info@newmarket.ca | Website: newmarket.ca | Phone: 905-895-5193

2019 Fees & Charges Overview Staff Report

Report Number: 2018-78

Department(s): Financial Services

Author(s): Mike Mayes, Director, Financial Services

Meeting Date: December 10, 2018

Recommendations

1. That the report entitled 2019 Fees & Charges Overview dated December 10, 2018 be received; and,
2. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Executive Summary

Purpose

The purpose of this report is to provide an overview of the reports related to 2019 fees and charges that have been presented to Council for approval.

Background

The annual update of fees and charges includes a review of market conditions, participation rates and external factors. The Service Pricing Policy (SPP), established in 2007, balances costs between user groups and taxpayers and allows for long-term financial sustainability. The proposed 2019 fees and charges adhere to the current SPP.

In a regular business planning and budget cycle, the Town's fees and charges updates are submitted in two streams: fees for Recreation & Culture, and Licensing for early approval in September; the remaining fees in late November or December. The goal is to have them become effective on January 1 of the new fiscal year.

For this reason, Financial Services report 2018-22, Delegated Authority for Fees/Charges, sought and was granted limited authority to approve fees and charges. Licensing Fees were updated on this basis (report 2018-31). Recreation & Culture Fees were not (report 2018-32) as they had exceptions to the limited authority and are being brought forward for direct Council approval.

Discussion

There are a number of reports on fees and charges. They are split by legislative authority and governance into manageable sections. The following is a list of the relevant reports:

- Licensing Fees - 2018-31 (August 2, 2018)
- General Fees (Corporate Services, Public Works and Engineering) - 2018-84
- Planning Act Fees – 2018-82
- Fire Services – 2018-83
- Building Permit Fees – information report
- Recreation & Culture Fees – 2018-81
- Water and Wastewater Rates – 2018-79
- Stormwater Rate – 2018-80

Unless otherwise stated, all changes will be effective January 1, 2019.

Conclusion

Unless otherwise stated, all changes will be effective January 1, 2019.

Business Plan and Strategic Plan Linkages

This report links to Newmarket's key strategic directions in being Well Managed through fiscal responsibility.

Consultation

Advertisement on the Town of Newmarket's website has been provided for a three-week period in advance of the public meeting (Council on December 17). In addition, notice has been given through advertisement on the Town Page of the local newspaper in advance of Council's consideration of the fee adjustments. These fees and charges are being presented as part of the Special Committee of the Whole (Budget) meeting scheduled for December 10, 2018.

Human Resource Considerations

Not applicable.

Budget Impact

Adjustments to fees and charges being proposed at this time have been factored into the upcoming 2019 budget proposals. Further information on this will be available as part of the budget process.

The individual reports will recommend fees and charges that should allow them to achieve their cost recovery targets.

Attachments

None.

Approval

Mike Mayes, CPA, CGA, DPA
Director, Financial Services/Treasurer

Esther Armchuk, LL.B
Commissioner of Corporate Services

Contact

For more information on this report, contact: Mike Mayes at 905-953-5300 ext. 2102 or via e-mail at mmayes@newmarket.ca



Town of Newmarket
395 Mulock Drive P.O. Box 328,
Newmarket, Ontario, L3Y 4X7

Email: info@newmarket.ca | Website: newmarket.ca | Phone: 905-895-5193

2019 Water and Wastewater Rates Staff Report

Report Number: 2018-79

Department(s): Financial Services

Author(s): Senior Financial Analyst

Meeting Date: December 10, 2018

Recommendations

1. That the report entitled 2019 Water and Wastewater Rates dated December 10, 2018 be received; and,
2. That the attached Schedule "A" being the Town of Newmarket Water and Wastewater Rates, be approved and adopted by by-law; and,
3. That the Water and Wastewater Rates adjustments come into full force and effect as of January 1, 2019.

Executive Summary

See below.

Purpose

The purpose of this report is to propose adjustments to the Town's Water and Wastewater rates in 2019.

Background

Based on the Service Pricing Policy, water and wastewater rates are categorized as Consumer Goods. The categorization establishes a cost recovery target level of 100% to recover the full cost of providing the service by the municipality. In addition, the Sustainable Water and Sewage System Act, 2002 (SWSSA) requires that both water and wastewater systems are financially self-sustaining.

The ability of a municipality to establish water and wastewater rates is prescribed under the Municipal Act. The proposed water and wastewater rate increases are in line with the Town's 2017 Six Year Water and Wastewater Financial Plan approved by Council in Corporate Services – Financial Services Report 2017-26.

Tiered Water Rates

The Town entered the first phase of implementing the new tiered water rate structure in 2017. The tiered rate structure means that those with larger water meters pay a larger monthly fee. The rate structure helps ensure fairness when it comes to water and wastewater rate charges. The tiered rates are being phased in over 4 years.

The tiered rate structure being phased in will help make water and wastewater more affordable for residences and small businesses in the coming years.

The Town is implementing the new rate structure to be completed by 2020 to give businesses time to adapt. Since implementing the rate structure, there has been a minor uptake from businesses reducing their meter size. Reducing the meter size results in businesses paying a lower monthly fixed rate while saving the Town maintenance costs of a larger meter.

Cost Drivers

The water and wastewater utilities are subject to many cost drivers. The main drivers for the increases are:

- A 9% increase in Regional charges for the treatment and distribution of water and the collection and treatment of wastewater;
- An 10.7% increase to the Town's annual Asset Replacement Fund contribution amount for long-term financial sustainability;
- Conservation measures and weather have resulted in a less constant stream of revenue;
- Costs related to additional flushing of the water system;
- Inflationary pressures.

The result of these cost drivers are reflected in the attached rate change for 2019.

The Smart Meter replacement project will help the Town better measure water consumption. This planned replacement is expected to commence in 2021.

Discussion

The proposed fee adjustments include an increase in consumption fees of 8.0% for water and 2.5% for wastewater. It is proposed that the water monthly fixed fee increases by \$1.19 for the basic monthly charge. It is also recommended that the utility continue to transition to a tiered fixed rate to be completed by 2020.

Conclusion

Impact of Water and Wastewater Rate Changes in 2019

	Annual Consumption	2018 Average Bill	2019 Average Bill	Change
2" Residential and Non-Residential Customer	200 m ³	\$1,157	\$1,216	5.1%
2" Industrial, Institutional, Commercial Customer	4,600 m ³	\$19,290	\$21,076	9.3%
3" Industrial, Institutional, Commercial Customer	6,900 m ³	\$29,514	\$32,526	10.2%
4" Industrial, Institutional, Commercial Customer	22,000 m ³	\$89,699	\$96,767	7.9%

Business Plan and Strategic Plan Linkages

The adoption of the Fees and Charges by-law to implement adjustments to Water and Wastewater Rates is in alignment with the key focus area, Well-equipped & managed of the Community Strategic Plan.

Consultation

The Municipal Act stipulates public notice requirements for changes to Water and Wastewater Rates. Advertisement on the Town of Newmarket's website and the Town Page of the local newspaper in advance of Council's consideration of the fee adjustments has been arranged.

Human Resource Considerations

Not applicable to this report.

Budget Impact

Operating Budget: There is no impact on the tax base. The proposed fee adjustments include increases to both consumption fees and changes to the monthly fixed charge for water and wastewater. For an average resident consuming 200 cubic meters of water per year, the increase will be 5.1% or \$59. Average increases for non-residential properties range from 7.9% to 10.2%, depending on meter size.

Attachments

Schedule A – Water and Wastewater Rates

Approval

Anita Gibson
Senior Financial Analyst

Mike Mayes, CPA, CGA, DPA
Director, Financial Services/Treasurer

Contact

For more information on this report, contact: Mike Mayes at 905-953-5300, ext. 2102 or via e-mail at mmayes@newmarket.ca

TOWN OF NEWMARKET
2019 USER FEES
Schedule A - Water and Wastewater Rates
Effective Date: January 1, 2019

	Rates as of July 01, 2018		Rates as of January 01, 2019		Change
	per 100 cubic feet	per cubic metre	per 100 cubic feet	per cubic metre	%
Water					
Volumetric Rate	\$ 5.079	\$ 1.793	\$ 5.484	\$ 1.936	8.0%
Flat rate - no meter, monthly	\$ 65.91		\$ 69.25		5.1%
Basic charge, monthly	\$ 14.94		\$ 16.13		8.0%
2" Meter Monthly Charge	\$ 60.00		\$ 97.00		61.7%
3" Meter Monthly Charge	\$ 112.00		\$ 182.00		62.5%
4" Meter Monthly Charge	\$ 187.00		\$ 303.00		62.0%
Wastewater					
Volumetric Rate	\$ 5.850	\$ 2.065	\$ 5.996	\$ 2.117	2.5%
Flat rate - no meter, monthly	\$ 64.45		\$ 67.71		5.1%
Basic meter charge, monthly	\$ 17.21		\$ 17.64		2.5%
2" Meter Monthly Charge	\$ 69.00		\$ 106.00		53.6%
3" Meter Monthly Charge	\$ 129.00		\$ 198.00		53.5%
4" Meter Monthly Charge	\$ 215.00		\$ 331.00		54.0%
Average Bill by Meter Size					
	Annual Consumption	2018	2019	Change	
<2" Residential and Non-Residential Customer	200 m3	\$1,157	\$1,216	5.1%	
2" Industrial, Institutional, Commercial Customer	4,600 m3	\$19,290	\$21,076	9.3%	
3" Industrial, Institutional, Commercial Customer	6,900 m3	\$29,514	\$32,526	10.2%	
4" Industrial, Institutional, Commercial Customer	22,000 m3	\$89,699	\$96,767	7.9%	



Town of Newmarket
395 Mulock Drive P.O. Box 328,
Newmarket, Ontario, L3Y 4X7

Email: info@newmarket.ca | Website: newmarket.ca | Phone: 905-895-5193

2019 Stormwater Rates Staff Report

Report Number: 2018-80

Department(s): Financial Services

Author(s): Senior Financial Analyst

Meeting Date: December 10, 2018

Recommendations

1. That the report entitled 2019 Stormwater Rates dated December 10, 2018 be received; and,
2. That the attached Schedule 'A' being the Town of Newmarket 2019 Stormwater Rates be approved and adopted by by-law; and,
3. That the new Stormwater Rates come into full force and effect as of January 1, 2019.

Executive Summary

This report recommends rate increases as per the 2017 Six-Year Stormwater Financial Plan to better finance the protection of homes and businesses from the adverse effects of excessive stormwater.

Purpose

The purpose of this report is to propose adjustments to the Town's Stormwater rates for 2019.

Background

A stormwater charge was established in 2017 to provide a fair, transparent and dedicated funding source to help protect homes and businesses from possible flooding due to excessive stormwater.

The Municipal Act, 2001, S.O. 2001 (the “Act”), authorizes a municipality to enact by-laws imposing fees and charges pertaining to a stormwater system pursuant to sections 9, 10, 11 and 391 of the Act.

The recommendations contained within Report 2017-30, being the 2017 Six Year Stormwater Financial Plan, were adopted. The rates approved in the plan for 2019 are being recommended for adoption in this report.

Discussion

Rate Drivers

The stormwater utility is subject to cost drivers. The main drivers for the increases are:

- Meeting immediate capital replacement needs;
- Building a reserve to replace assets when they reach the end of their useful life;
- Managing Increased runoff due to more severe weather patterns;
- Reducing phosphorus runoff to meet rising environmental standards.

Conclusion

The attached schedule represents the proposed increase in stormwater rates and fees.

The investment required for Low Impact Development (LID) initiatives is growing beyond that which was considered in the original 6-Year Financial Plan. The Plan will need to be reviewed and updated in 2019 with that in mind.

Business Plan and Strategic Plan Linkages

This report links to Newmarket’s key strategic directions in being Well Managed through fiscal responsibility.

Consultation

Advertisement on The Town of Newmarket’s website has been provided and on the Town Page of the local newspaper in advance of Council’s consideration of the fee increases.

Human Resource Considerations

Not applicable to this report.

Budget Impact

This report recommends increasing stormwater rates by 11.8% in 2019.

The median low runoff property will see a stormwater charge increase of \$0.84 per year, the median medium runoff property will see a charge increase of \$3.99 per year and the median high runoff property will see a charge increase of \$9.64 per year. Generally, residential properties fall in the medium run-off category.

Attachments

Schedule 'A' – 2019 Stormwater Rates

Approval

Mike Mayes, CPA, CGA, DPA
Director, Financial Services/Treasurer

Esther Armchuk, LL.B
Commissioner of Corporate Services

Contact

For more information on this report, contact: Mike Mayes at 905-953-5300 ext. 2102 or via e-mail at mmayes@newmarket.ca

TOWN OF NEWMARKET

Schedule A - Stormwater Rates

Effective Date: January 1, 2019

Rates	Average Percent Impervious	2018 Per Square Metre Charge	2019 Per Square Metre Charge	Increase	
Low Runoff Level Group	9%	\$ 0.014941	\$ 0.016698	\$ 0.001756	11.8%
Medium Runoff Level Group	44%	\$ 0.073046	\$ 0.081633	\$ 0.008587	11.8%
High Runoff Level Group	88%	\$ 0.146145	\$ 0.163325	\$ 0.017180	11.8%
Median Charge	Area in Square Meters	2018 Charge	2019 Charge	Increase	
Low Runoff Level Group	478	\$ 7.14	\$ 7.98	\$ 0.84	11.8%
Medium Runoff Level Group	465	\$ 33.97	\$ 37.96	\$ 3.99	11.8%
High Runoff Level Group	561	\$ 81.99	\$ 91.63	\$ 9.64	11.8%
Regulatory Fees					
Stormwater Credit Application Fee	\$50.00				



Town of Newmarket
395 Mulock Drive P.O. Box 328,
Newmarket, Ontario, L3Y 4X7

Email: info@newmarket.ca | Website: newmarket.ca | Phone: 905-895-5193

2019 Recreation & Culture Rates & Fees Staff Report

Report Number: 2018-81

Department(s): Recreation & Culture; Financial Services

Author(s): Director, Recreation & Culture; Director, Financial Services

Meeting Date: December 10, 2018

Recommendations

1. That the report entitled 2019 Recreation & Culture Rates & Fees dated Nov 28, 2018 be received; and,
2. That the 2019 Recreation & Culture Fees & Charges be approved; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Purpose

The purpose of this report is to update Council on the current rates & fees for the Recreation & Culture Department and to seek approval for increases to specific rates and fees in 2019.

Background

The recommendations contained within Financial Services Report 2018-22, entitled Delegated Authority for Fees/Charges, adopted by Council on May 28, 2018 endorsed that limited authority be granted to the Treasurer to approve 2019 Recreation Fees and Charges. The limitation imposed was that any increase in fees not exceed the rate of inflation and comply with the Service Pricing Policy. The inflation rate applied to the proposed increase in fees is 2.8%, which is the annual increase in the Toronto Consumer Price Index as at March 31, 2018. The rate was set at this time to facilitate the development of budgets for 2019. However, given the way services are priced, including drop in fees and lower priced programs, applying a 2.8 % increase in many cases is not practical and often creates a strategic marketing challenge (for example, a drop in program priced at \$3.00 would then be priced at \$3.08 at a 2.8 % increase).

In preparing the Recreation & Culture budget, consideration is given to expected participation levels and pricing. Albeit currently under review, the Service Price Policy coupled with a review of the market comparators are also considerations in establishing annual program rates. Many municipalities are factoring the increased labor costs resulting from Bill 148 into their pricing considerations.

Given the need to price programs strategically within the marketplace, and gaining a fuller understanding of the market response to implications of Bill 148, it was determined that rather than increase fees by 2.8 %, a more comprehensive report that indicates fee increases that are appropriate within the marketplace would be a more sound approach.

Discussion

Within the Recreation & Culture Department, there are four categories of fees: Administration Fees, Rental/Permit Fees, Program Fees, and Admission & Membership Fees. Given the myriad of services offered within each of these categories, the full listing of fees is included in Schedule A.

In determining fees for 2019, Recreation & Culture did a scan within the marketplace including similar private providers and neighbouring municipalities. It should be noted that a comprehensive review of fees will be forthcoming in 2019 as part of a new Service Pricing Policy. For the purposes of 2019 fees, it was imperative that a cursory examination be done to determine how private and other municipal providers responded to implications of Bill 148.

Administration Fees

Administration fees includes things such as the RAS Surcharge (which funds capital projects such as the Magna Centre Debenture), cancellation fess, NSF fees, fees associated with special requests for additional services, etc. No increases in Administration Fees are recommended at this time.

Rental/Permit Fees

The Town continues to receive significant feedback from regular user groups, permit holders and facility renters that the fees charged in this category are very high. Upon review of other municipal fee structures, this appears to be an accurate statement. As mentioned a comprehensive review will be in 2019 that will likely lead to a complete reconsideration of the fee structure in this category. Given that, no increases in Rental/Permit Fees are recommended at this time.

Program Fees

Program Fees refer to all programs in which participants are required to register for the program. This includes a broad cross section of programs that can be include single sessions or multiple sessions with fees being applied in a range of manners including per hour, per class, per day. As such, it a complex pricing structure. The cursory marketplace

review demonstrated that this is the category of fees most impacted by Bill 148. Most providers are implementing significant fee increases. Fee increases are recommended in this category and range from no increase to up to a 60% increase depending on the type of program provided. The majority of fees would increase closer to the 5 % range though. Staff are confident that all fee increases are appropriate and are consistent with what is found in the marketplace.

Admissions/Membership Fees

Admission/Membership Fees refer to all programs in which participants are able to drop in and pay a fee or are able to obtain a membership and utilize that membership to participate. This includes a broad cross section of programs. It too, is a complex pricing structure. The cursory marketplace review demonstrated that this category of fees is significantly impacted by Bill 148. Most providers are implementing fee increases. Fee increases are recommended in this category and range from no increase to up to a 20% increase depending on the type of program provided. The majority of fees would increase closer to the 5 % range though. Staff are confident that all fee increases are appropriate and are consistent with what is found in the marketplace. It should be noted that this is the category of fees that included minimally priced services so a minimal monetary increase can represent a significant percentage increase (ie. increasing from \$2.00 to \$2.25).

Conclusion

All fee increases proposed are strategically priced within the marketplace and position the Town to continue offering excellent services at an appropriate price.

Business Plan and Strategic Plan Linkages

The adoption of the 2019 Fees and Charges by-law, implementing adjustments to Recreation & Culture fees, is in alignment with Council's strategic theme of Efficiency/Financial Management as well as Enhanced Recreational Opportunities.

Consultation

Notice will be given through advertisement on the Town's website and of the Town Page of the local newspaper.

Human Resource Considerations

There are no human resource considerations at this time.

Budget Impact

The preliminary Recreation & Culture operating budget includes \$350,000 in increased revenues. \$85,000 of this is from increased rates. This represents an average rate increase of 2.74%. If the proposed increases are not implemented, or are phased in, the 2019 budget would need to be adjusted to offset revenue loss.

There are no capital budget implications.

Attachments

Schedule A (16 pgs.)

Approval

Colin Service, Director, Recreation and Culture

Ian McDougall, Commissioner, Community Services

M. Mayes, CPA, CGA, DPA
Director, Financial Services

Esther Armchuk, Commissioner of Corporate Services

Contact

For more information on this report, please contact the Director of Recreation & Culture or the Director of Financial Services.

TOWN OF NEWMARKET
2019 USER FEE
Schedule A (1)

Department: Recreation & Culture
 Category: Administration Fees
 Key Business: Administration Fees

Effective Date: January 1, 2019

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Refundable Security Deposit*	per event	Yes	\$2,500.00	\$2,500.00		\$2,500.00
SOCAN Administration Fee	per day	Yes	\$5.00	\$5.00		\$5.00
SOCAN ReSound Fee	per day	Yes	Varies	Varies		
Insurance administration fee	per policy	Yes	\$5.00	\$5.00		\$5.00
Special Event Insurance Administration Fee	per policy	Yes	\$10.00	\$10.00		\$10.00
Indoor Banner Hanging		Yes	\$84.40	\$84.40		\$84.40
Cheque Refund Fee		Yes	\$25.00	\$25.00		\$25.00
Annual Park Mobile Vendor (15 minutes)		Yes	\$150.00	\$150.00		\$150.00
Membership Card Replacement		No	\$5.00	\$5.00		\$5.00
						\$0.00
Bookings						
Cancellation Admin Fee	per hour		\$25.00	\$25.00		\$25.00
Cancellation Fee	per hour					\$0.00
Key sign out (refundable)	per event	Yes	\$54.60	\$54.60		\$54.60
Equipment & Event Support Fees						
Forklift and Driver (min. 3 hours)	per hour	Yes	\$76.80	\$76.80		\$76.80
Gym Equipment rental charge	Per hour	Yes	\$28.10	\$28.10		\$28.10
Sledge & Stick rental	Per use	Yes	\$6.90	\$6.90		\$6.90
Ice cart rental-incl. staff (min 8 hrs)	per hour	Yes	\$118.20	\$118.20		\$118.20
Garbage Cans/Recycling- extra fee	for 5	Yes	\$28.70	\$28.70		\$28.70
Special Event Hydro	Per box	Yes	\$43.60	\$43.60		\$43.60
Park staff with utility vehical	Per Hour	Yes	\$50.00	\$50.00		\$50.00
Port-o-Potty	Per Event	Yes	\$175.00	\$175.00		\$175.00
Special Events						
Non Profit Vendor	per vendor per	No	\$30.00	\$30.00		\$30.00
Profit Vendor	per vendor per	No	\$60.00	\$60.00		\$60.00
Profit Vendor - Tables and chairs required	per vendor per	No	\$80.00	\$80.00		\$80.00
Park Clean Up (1 Truck & 2 Staff)	per hour	Yes		\$50.00		\$50.00

**TOWN OF NEWMARKET
2019 USER FEE
Schedule A (1)**

Department: Recreation & Culture
Category: Administration Fees
Key Business: Administration Fees

Effective Date: January 1, 2019

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Food Truck at Special Events	per vendor	Yes	\$150.00	\$150.00		\$150.00
Food Truck at Canada Day Event	per vendor	Yes	\$300.00	\$300.00		\$300.00

* Refundable Security Deposit applicable to all indoor and outdoor facilities as deemed appropriate up to a maximum of \$2,500.
Cancellation fee is 15% of the total time cancelled.

**TOWN OF NEWMARKET
2019 USER FEE
Schedule A (2)**

Department: Recreation & Culture

Effective Date: January 1, 2019

Category: Rentals

Key Business: The Tim Hortons Gym Rentals

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Non prime gym/ rate after 9 pm Weekdays/Sat & Sun 5 - 11 pm	Per hour	Yes	\$66.80	\$66.80	\$3.00	\$69.80
Prime time (4pm - 9pm, Mon-Fri, all day sat and sun)	Per hour	Yes	\$121.40	\$121.40	\$3.00	\$124.40
Prime Commercial/Non-Resident	Per hour	Yes	\$155.20	\$155.20	\$3.00	\$158.20
Adult Tournaments/Resident 5 hrs, up to 10 hours	per rental	Yes	\$562.80	\$562.80	\$3.00	\$565.80
Youth Tournament/Resident 5 hrs, up to 10 hours	per rental	Yes	\$450.20	\$450.20	\$3.00	\$453.20
Special Event Not for Profit	per hour	Yes	\$66.80	\$66.80	\$3.00	\$69.80

Please note RAS is charged per hour

**TOWN OF NEWMARKET
2019 USER FEE
Schedule A (3)**

Department: Recreation & Culture

Effective Date: January 1, 2019

Category: Rentals

Key Business: Arenas - Magna Centre, RJT, Hollingsworth Civic

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Non prime youth ice rental	Per hour	Yes	\$119.40	\$119.40	\$15.00	\$134.40
Non prime adult ice rental	Per hour	Yes	\$119.40	\$119.40	\$25.00	\$144.40
Non prime Commercial	Per hour	Yes	\$192.80	\$192.80	\$25.00	\$217.80
Mid-Prime Youth Ice Rental	per hour	Yes	\$165.10	\$165.10	\$15.00	\$180.10
Mid Prime Adult Ice Rental	per hour	Yes	\$165.10	\$165.10	\$25.00	\$190.10
Prime time youth ice rental	Per hour	Yes	\$165.10	\$165.10	\$15.00	\$180.10
Prime time adult ice rental	Per hour	Yes	\$266.68	\$266.68	\$25.00	\$291.68
Prime Commercial*/Non-Res ice rental	Per hour	Yes	\$279.70	\$279.70	\$25.00	\$304.70
Summer Ice Weekend			\$103.50	\$103.50	\$15.00	\$118.50
Summer Ice Day Weekday(9:00-4:00pm)	per hour	Yes	\$163.90	\$163.90	\$15.00	\$178.90
School rental rate	per hour	Yes	\$31.10	\$31.10	\$15.00	\$46.10
Arena Special Event set up (ice in)**	Per day	Yes	\$1,960.60	\$1,960.60	\$25.00	\$1,985.60
Arena Special Event (ice in)	Per day	Yes	\$3,278.10	\$3,278.10	\$25.00	\$3,303.10
Non Profit Special Event Set up	per day	Yes	\$1,147.30	\$1,147.30	\$15.00	\$1,162.30
Non Profit Special Event	per day	Yes	\$2,008.40	\$2,008.40	\$15.00	\$2,023.40
Special Events surcharge (per Ticket)	each	No	\$1.00	\$1.00	\$0.00	\$1.00
Special Events surcharge (per Ticket)	family	No	\$3.00	\$3.00	\$0.00	\$3.00
Rental of Floor Boards	per day	Yes	\$2,794.50	\$2,794.50	\$0.00	\$2,794.50
Moving Floor Boards (RJT to Magna)	per day	Yes	\$2,277.00	\$2,277.00	\$0.00	\$2,277.00
Equipment Moving (1 truck, 2 staff)	per hour	Yes		\$50.00	\$0.00	\$50.00
Dressing Room Fee	per day	Yes	\$31.10	\$31.10	\$1.00	\$32.10

*10 % reduction for Lease agreement in direct correlation with the operation of their lease.

* Statutory holidays will be 1.5 times the regular rate. New Year's Eve will be 2 times the regular rate.

*Administration fees could apply towards bookings

**TOWN OF NEWMARKET
2019 USER FEE
Schedule A (4)**

Department: Recreation & Culture

Effective Date: January 1, 2019

Category: Rentals

Key Business: Floor - Magna Centre, RJT, Hollingsworth Civic

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO GST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Non Prime time	Per hour	Yes	\$48.54	\$48.54	\$15.00	\$63.54
Youth Prime	Per hour	Yes	\$57.61	\$57.61	\$15.00	\$72.61
Adult Prime	Per hour	Yes	\$75.90	\$75.90	\$25.00	\$100.90
Commercial*/Non-Res Prime floor rental	Per hour	Yes	\$117.60	\$117.60	\$25.00	\$142.60
Non-Profit special event	per day	Yes	\$1,120.00	\$1,120.00	\$25.00	\$1,145.00
Arena Floor Special Event set up (ice out)	Per day	Yes	\$1,369.10	\$1,369.10	\$25.00	\$1,394.10
Arena Floor Special Event (ice out)**	Per day	Yes	\$1,993.90	\$1,993.90	\$25.00	\$2,018.90

*10 % reduction for Lease agreement in direct correlation with the operation of their lease.

* Statutory holidays will be 1.5 times the regular rate. New Year's Eve will be 2 times the regular rate.

*Administration fees could apply towards bookings

**TOWN OF NEWMARKET
2019 USER FEE
Schedule A (5)**

Department: Recreation & Culture

Effective Date: January 1, 2019

Category: Rentals

Key Business: Fields & Parks (Community Services)

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Lawn Bowling User Fees	per Resident	Yes	\$22.40	\$22.40	\$4.00	\$26.40
Lawn Bowling User Fees	per Non-Res.	Yes	\$56.10	\$56.10	\$15.00	\$71.10
Pitch/Diamond Use Youth	per hour	Yes	\$16.45	\$16.45	\$1.00	\$17.45
Pitch/Diamond Use Youth with lights	per hour	Yes	\$20.57	\$20.57	\$1.00	\$21.57
Pitch/Diamond Use Adult	per hour	Yes	\$30.88	\$30.88	\$1.00	\$31.88
Pitch/Diamond Use Adult with lights	per hour	Yes	\$36.64	\$36.64	\$1.00	\$37.64
Pitch/Diamond Commercial/Non-Res	per hour	Yes	\$36.88	\$36.88	\$15.00	\$51.88
Pitch/Diamond Commercial/Non-Res with lights	per hour	Yes	\$40.99	\$40.99	\$15.00	\$55.99
Park Booking	per day	Yes	\$32.40	\$32.40	\$15.00	\$47.40
Park Booking Non Res	per day	Yes	\$45.90	\$45.90	\$15.00	\$60.90
Park Booking Special Event Commercial (1 Area)	per day	Yes	\$176.70	\$176.70	\$15.00	\$191.70
Park Booking Special Event/Non-profit (1 Area)	per day	Yes	\$130.70	\$130.70	\$15.00	\$145.70
Park Booking Special Event (Multiple areas)	per day	Yes	\$202.10	\$202.10	\$15.00	\$217.10
Park Booking Special Event Commercial (Multiple areas)	per day	Yes	\$327.80	\$327.80	\$15.00	\$342.80
Park Fitness Use	per day	Yes	\$10.40	\$10.40	\$15.00	\$25.40
Tournament Rate	per event	Yes	\$217.40	\$217.40	\$216.30	\$433.70

* Statutory holidays will be 1.5 times the regular rate. New Year's Eve will be 2 times the regular rate.

*Administration fees could apply towards bookings

**TOWN OF NEWMARKET
2019 USER FEE
Schedule A (6)**

Department: Recreation & Culture

Effective Date: January 1, 2019

Category: Rentals

Key Business: Halls & Meeting Rooms

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Non-profit ½ day meeting (3 hrs or less)	per event	Yes	\$68.70	\$68.70	\$15.00	\$83.70
Non profit - Full Day Meeting	per event	Yes	\$103.00	\$103.00	\$15.00	\$118.00
Profit Full day Meeting	per event	Yes	\$139.90	\$139.90	\$15.00	\$154.90
Profit 1/2 day Meeting (3 hours or less)	per event	Yes	\$104.50	\$104.50	\$15.00	\$119.50
Profit Full Day Meeting Non Res	per event	Yes	\$179.10	\$179.10	\$15.00	\$194.10
Profit 1/2 Day Meeting Non Res	per event	Yes	\$135.80	\$135.80	\$15.00	\$150.80
Party no alcohol (3 hrs or less) Before 7pm	per event	Yes	\$68.70	\$68.70	\$15.00	\$83.70
Party no alcohol (3 -5 hrs) Before 7pm	per event	Yes	\$103.00	\$103.00	\$15.00	\$118.00
Community/Culture Organizations/Association (regular scheduled meetings) cost per session consisting of 12 weeks or less	per event	Yes	\$61.00	\$61.00	\$15.00	\$76.00
Community Sport Association cost per week in conjunction with a minimum of 3hr per day ice rental for the purpose of operating a summer camp	per event	Yes	\$61.00	\$61.00	\$15.00	\$76.00
Access charge before 11:00a.m. for any hall rental	per event	Yes	\$72.90	\$72.90	\$0.00	\$72.90
Small Hall*	per event	Yes	\$196.70	\$196.70	\$15.00	\$211.70
Small Hall Commercial/Non-Resident*	per event	Yes	\$255.00	\$255.00	\$15.00	\$270.00
Medium Hall*	per event	Yes	\$354.70	\$354.70	\$15.00	\$369.70
Medium Hall Commercial/Non-Resident*	per event	Yes	\$467.20	\$467.20	\$15.00	\$482.20
Large Hall*	per event	Yes	\$416.90	\$416.90	\$15.00	\$431.90
Large Hall Commercial/Non-Resident*	per event	Yes	\$554.10	\$554.10	\$15.00	\$569.10

**TOWN OF NEWMARKET
2019 USER FEE
Schedule A (6)**

Department: Recreation & Culture

Effective Date: January 1, 2019

Category: Rentals

Key Business: Halls & Meeting Rooms

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
SOCAN - no dancing - additional to room rental per event	per event	Yes	\$39.40	\$39.40	\$0.00	\$39.40
SOCAN - with dancing additional to room rental per event	per event	Yes	\$78.80	\$78.80	\$0.00	\$78.80
Parking Lot Rental	per day	Yes	\$99.40	\$99.40	\$15.00	\$114.40
Parking Lot Rental Non Profit	per day	Yes	\$38.20	\$38.20	\$15.00	\$53.20
Parking Lot Rental Commercial	per day	Yes	\$256.80	\$256.80	\$25.00	\$281.80
Outdoor/Parking Lot Rental	per day	Yes	\$96.50	\$96.50	\$15.00	\$111.50
Outdoor/Parking Lot Rental Non Profit	per day	Yes	\$37.20	\$37.20	\$15.00	\$52.20
Outdoor/Parking Lot Rental Commercial	per day	Yes	\$249.40	\$249.40	\$25.00	\$274.40

*SOCAN fees regulated or established by either Provincial legislation or third party.

* Statutory holidays will be 1.5 times the regular rate. New Year's Eve will be 2 times the regular rate.

50% discount for non-profit/community groups/no alcohol events on small/medium/large hall fees (max.- 8 hour rentals)

**TOWN OF NEWMARKET
2019 USER FEE
Schedule A (7)**

Department: Recreation & Culture
Category: Program Registration
Key Business: Museum

Effective Date: January 1, 2019

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Early Settlers Outreach	per person	No	\$3.50	\$3.50	\$0.00	\$3.50
Early Settlers with craft	per person	No	\$4.00	\$4.00	\$0.00	\$4.00
Easter Eggstraordinary	per person	No	\$5.00	\$5.00	\$0.00	\$5.00
Family Day Fun	per person	No	\$3.00	\$3.00	\$0.00	\$3.00
Haunted Halloween History Outreach	per group	Yes	\$35.00	\$35.00	\$0.00	\$35.00
History Hunt & Museum Tour	per person	No	\$3.00	\$3.00	\$0.00	\$3.00
History Hunt & Museum Tour for Adults	per group	Yes	\$35.00	\$35.00	\$0.00	\$35.00
History Hunt & Museum Tour for Adults with refreshments	per group	Yes	\$40.00	\$40.00	\$0.00	\$40.00
History of Teawares	per group	Yes	\$35.00	\$35.00	\$0.00	\$35.00
Local Government	per person	No	\$3.50	\$3.50	\$0.00	\$3.50
Main St. Scavenger Hunt	per person	No	\$3.00	\$3.00	\$0.00	\$3.00
March Break'N It Craft Day 1	per person	No	\$5.50	\$5.50	\$0.00	\$5.50
March Break'N It Craft Day 2	per person	No	\$5.50	\$5.50	\$0.00	\$5.50
Spooktacular Halloween Party	per person	No	\$5.50	\$5.50	\$0.00	\$5.50
Traditional Rhymes & Songs	per person	No	\$3.25	\$3.25	\$0.00	\$3.25
Valentine Outreach	per group	Yes	\$35.00	\$35.00	\$0.00	\$35.00
Victorian Valentines Card	per person	Yes	\$5.50	\$5.50	\$0.00	\$5.50
What Is It?	per group	Yes	\$35.00	\$35.00	\$0.00	\$35.00
Winter Celebrations in Victorian Newmarket	per person	No	\$3.50	\$3.50	\$0.00	\$3.50

Note: These programs must have a minimum of 12 to 30 participants.

**TOWN OF NEWMARKET
2019 USER FEE
Schedule A (8)**

Department: Recreation & Culture

Effective Date: January 1, 2019

Category: Admissions, Memberships & Passes

Key Business: Daily Admissions & Member Passes

Aquatic Admissions

A 25% discount will be given to those individuals who have a disability for drop in activities only. To qualify for this discount an application must be completed and approved before the discount is applied. This process could take up to 4 weeks depending on the demand.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Special Event Admissions						
Special Event Admissions	per person	Yes	\$4 to \$8	\$4 to \$8		\$4 to \$8
Gym Admissions						
Preschool Daily Gym	per person	Yes	\$1.33	\$1.33		\$1.33
Senior Gym admission	Per person	Yes	\$1.33	\$1.33		\$1.33
Child/Youth Gym admission	Per person	Yes	\$1.33	\$1.33		\$1.33
Adult Gym admission	Per person	Yes	\$2.65	\$2.65		\$2.65
Track Admissions						
Senior/Child/Youth Track admission	Per person	Yes	\$1.33	\$1.33		\$1.33
Adult Track admission	Per person	Yes	\$1.33	\$1.33		\$1.33
Ice Admissions						
Preschool Daily Ice	per person	Yes	\$1.33	\$1.33		\$1.33
Parent Tot Skate and PT Shinney	Per family	Yes	\$3.54	\$3.54		\$3.54
Senior Public Skate per skate	Per person	Yes	\$2.65	\$2.65		\$2.65
Child/Youth Public Skate per skate	Per person	Yes	\$2.65	\$2.65		\$2.65
Adult Public Skate per skate	Per person	Yes	\$2.65	\$2.65		\$2.65
Family Shinney	Per Family	Yes	\$6.42	\$6.42		\$6.42
Shinney Hockey	Per person	Yes	\$4.87	\$4.87		\$4.87
Ticket Ice	Per person	Yes	\$7.08	\$7.08		\$7.08
Shinney Hockey 1.5 hr	per person	Yes	\$6.63	\$6.63		\$6.63
AQUATIC ADMISSIONS - All pools, excluding Rogers Wading Pool (no charge)						
Public Swimming:						
Adult (18 - 54 yrs.)	Per Adult	Yes	\$2.65	\$2.65		\$2.65
Youth (15 - 17 yrs.)	Per Youth	Yes	\$2.65	\$2.65		\$2.65
Child (4 - 14 yrs.)	Per Child	Yes	\$2.65	\$2.65		\$2.65
Preschool (3 years & under)	Per Child	Yes	\$1.33	\$1.33		\$1.33

**TOWN OF NEWMARKET
2019 USER FEE
Schedule A (8)**

Department: Recreation & Culture

Effective Date: January 1, 2019

Category: Admissions, Memberships & Passes

Key Business: Daily Admissions & Member Passes

Aquatic Admissions

A 25% discount will be given to those individuals who have a disability for drop in activities only. To qualify for this discount an application must be completed and approved before the discount is applied. This process could take up to 4 weeks depending on the demand.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Senior (55 yrs. +)	Per Senior	Yes	\$2.65	\$2.65		\$2.65
Aquabics - Adult:						
1 visit	Per Adult	Yes	\$6.19	\$6.19		\$6.19
Fit Forever - Senior:						
1 visit	Per Senior	Yes	\$5.75	\$5.75		\$5.75
FITNESS CENTRE MONTHLY MEMBERSHIPS						
Single Adult Resident	Per person	Yes		\$30.00		\$30.00
Single Adult Non-Resident	Per person	Yes		\$40.00		\$40.00
Single Student (16 years of age and older)	Per person	Yes		\$20.00		\$20.00
Household (up to 2 adults, children living in same house) Resident	Per household	Yes		\$55.00		\$55.00
Household (up to 2 adults, children living in same house) Non-Resident	Per household	Yes		\$65.00		\$65.00
Single Adult Assisted (for those who qualify to receive financial assistance though income test)	Per person	Yes		\$17.00		\$17.00
Single Student Assisted (for those who qualify to receive financial assistance though income test)	Per person	Yes		\$12.00		\$12.00
Household Assisted (Up to 2 adults, children living in same house, for those who qualify to receive financial assistance though income test)	Per household	Yes		\$30.00		\$30.00
Day Passes	Per person	Yes		\$8.00		\$8.00
Multi Use Passes - Includes Shinney and Ticket ice						
10 + Visits	Per Person	Yes	% off 1 visit pass			20% off 1 visit pass
20 + Visits	Per Person	Yes	% off 1 visit pass			25% off 1 visit pass
30 + Visits	Per Person	Yes	% off 1 visit pass			30% off 1 visit pass
100 + Visits-Track, Pool, Gym, Skate	Per Person	Yes	% off 1 visit pass			55% off 1 visit pass
100 + Visits-Aquafit	Per Person	Yes	% off 1 visit pass			60% off 1 visit pass

**TOWN OF NEWMARKET
2019 USER FEE
Schedule A (9)**

Department: Recreation & Culture
Category: Rentals
Key Business: Shared Use Schools

Effective Date: January 1, 2019

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Shared Use School Fees: Private rentals, adult group and for - profit youth group	per hour	Yes	\$31.30	\$31.30	\$3.00	\$34.30
Sports and community organizations	per hour	Yes	\$20.80	\$20.80	\$3.00	\$23.80
Brownies, Guides, Cubs and Scouts (15 weeks)	per session	Yes	\$51.70	\$51.70	\$3.00	\$54.70
Non Resident Shared Use School Fees: Private rentals, adult group and for - profit youth group	per hour	Yes	\$65.10	\$65.10	\$3.00	\$68.10
Non Resident Sports and community organizations	per hour	Yes	\$54.60	\$54.60	\$3.00	\$57.60
Non Resident Brownies, Guides, Cubs and Scouts (15 weeks)	per session	Yes	\$85.50	\$85.50	\$3.00	\$88.50

All Non Resident rentals add \$30.00 per hour

**TOWN OF NEWMARKET
2019 USER FEE
Schedule A (10)**

Department: Recreation & Culture

Effective Date: January 1, 2019

Category: Rentals

Service Area: Recreation Youth Centre & Sk8 Park

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	RAS - SURCHARGE (Maximum charge \$5.00 per program)
RENTALS (RESIDENT)					
Gymnasium	Per hour	Yes	\$67.30	\$67.30	\$15.00
MPR #1	Per hour	Yes	\$53.80	\$53.80	\$15.00
Lounge	Per hour	Yes	\$36.20	\$36.20	\$15.00
Sk8Park	Per hour	Yes	\$91.10	\$91.10	\$15.00
Lobby	Per hour	Yes	\$53.80	\$53.80	\$15.00
Entire Facility - For Profit	Per hour	Yes	\$232.90	\$232.90	\$15.00
Non resident rental surcharge	per rental	Yes	\$30.00	\$30.00	\$0.00
MP#2	Per hour	Yes	\$52.00	\$53.80	\$15.00

**TOWN OF NEWMARKET
2019 USER FEE
Schedule A (11)**

Department: Recreation & Culture
Category: Rentals
Service Area: Aquatics

Effective Date: January 1, 2019

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	RAS SURCHARGE	TOTAL FEE BEFORE TAXES
Rentals - RJT Complex Pool and Metro Aquatic Centre						
Magna/RJT Pool with slide Res. - includes cost of 1 lifeguard up to 30 people	Per hour	Yes	\$109.40	\$109.40	\$15.00	\$124.40
Magna/RJT Pool with slide Non-Res - includes cost of 1 lifeguard up to 30 people	Per hour	Yes	\$153.10	\$153.10	\$15.00	\$168.10
RJT Pool w/o slide Res - includes cost of 1 lifeguard up to 30 people	Per hour	Yes	\$89.10	\$89.10	\$15.00	\$104.10
RJT Pool w/o slide Non-Res- includes cost of 1 lifeguard up to 30 people	Per hour	Yes	\$132.90	\$132.90	\$15.00	\$147.90
Tot Pool/Metro Teach Pool Res.	Per hour	Yes	\$59.40	\$59.40	\$15.00	\$74.40
Tot Pool/Metro Teach Pool Non-Res.	Per hour	Yes	\$83.20	\$83.20	\$15.00	\$98.20
One lane or diving well Res.	Per hour	Yes	\$15.90	\$15.90	\$15.00	\$30.90
One lane or diving well Non-Res.	Per hour	Yes	\$22.30	\$22.30	\$15.00	\$37.30
Rentals - Gorman Pool						
Gorman Pool rental Res. - includes cost of 1 lifeguard up to 30 people	Per hour	Yes	\$89.10	\$89.10	\$15.00	\$104.10
Gorman Pool rental Non-Res- includes cost of 1 lifeguard up to 30 people	Per hour	Yes	\$132.90	\$132.90	\$15.00	\$147.90
Lifeguards - Additional						
1 additional Lifeguard	Per hour	Yes	\$21.30	\$22.00	\$0.00	\$22.00
2 additional Lifeguards	Per hour	Yes	\$42.60	\$44.00	\$0.00	\$44.00
3 additional Lifeguards	Per hour	Yes	\$64.00	\$66.00	\$0.00	\$66.00
USER GROUPS - NON-PROFIT/SCHOOLS/RESIDENT USERS						
Fee includes 1 lifeguard, however all rentals require a minimum of 2 lifeguards (legislated) for up to 30 people - See additional lifeguard fees						
Competitive / YR Schools/Res Swim Team/Synchro	Per hour	Yes	\$68.70	\$68.70	\$15.00	\$83.70
Lane/diving well/deep	Per hour	Yes	\$9.80	\$9.80	\$15.00	\$24.80
USER GROUPS - NON-PROFIT /OUT OF REGION SCHOOLS (O.O.R.) USERS/COMMERCIAL						
Competitive / O.O.R. Schools/Swim Team/Synchro - Non-Profit	Per hour	Yes	\$109.90	\$109.90	\$15.00	\$124.90
One Lane / Diving well	Per hour	Yes	\$9.80	\$9.80	\$15.00	\$24.80
Commercial User/Profit (Scuba/Other) with Slide	Per hour	Yes	\$255.20	\$255.20	\$25.00	\$280.20
Commercial User/Profit (Scuba/Other) without Slide	Per hour	Yes	\$208.00	\$208.00	\$25.00	\$233.00
Lane/Deep/Well - Commercial User/Profit (Scuba/Other)	Per hour	Yes	\$37.10	\$37.10	\$5.00	\$42.10

**TOWN OF NEWMARKET
2019 USER FEE
Schedule A (12)**

Department: Recreation & Culture
Category: Rentals
Key Business: Mobile Stage Trailer

Effective Date: January 1, 2019

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Rental - Not for Profit Newmarket Groups	4 Hours	Yes	\$308.94	\$308.94		\$308.94
Rental - Not for Profit Newmarket Groups	8 Hours	Yes	\$427.00 (\$100.00 each additional hour past 8 hours)	\$427.00 (\$100.00 each additional hour past 8 hours)		Varies by number of hours
Rental - For Profit Groups (events in Newmarket)	4 Hour Min.	Yes	\$995.00 (\$100.00 each additional hour)	\$995.00 (\$100.00 each additional hour)		Varies by number of hours
Rental - Non-resident Groups (events outside Newmarket)	8 Hour Min. (incl.. Transport)	Yes	\$3,582.00 (\$100.00 each additional hour)	\$3,582.00 (\$100.00 each additional hour)		Varies by number of hours

Note: A \$0.60 per km will also apply on any travel outside Newmarket.

**TOWN OF NEWMARKET
2019 USER FEE
Schedule A (13)**

Department: Recreation & Culture

Effective Date: January 1, 2019

Category: Rentals

Key Business: TRAIN

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Rental - Not for Profit - Newmarket Groups	half day	Yes	\$304.90	\$304.90	\$25.00	\$329.90
Rental - Not for Profit - Newmarket Groups	full day	Yes	\$429.40	\$429.40	\$25.00	\$454.40
Rental - For Profit Groups - in Newmarket	4 hr. min.	Yes	\$765 + \$90 each additional hour	\$765 + \$90 each additional hour	\$25.00	Varies

Charges include - 1 train driver, 1 hostess & transport to and from event.

*A \$0.60 per km will also apply on any travel outside Newmarket.

**TOWN OF NEWMARKET
2019 USER FEE
Schedule A (14)**

Department: Recreation & Culture
Category: Program Registration
Key Business: Programs

Effective Date: January 1, 2019

Program Category	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	% Incease	RAS - SURCHARGE (Maximum charge \$5.00 per program)
Camps						
General	Per day	No	\$30.00-\$37.30	\$32.00-\$58.60	5.36-6.67%	
Specialty	Per day	No	\$33.10-\$38.30	\$35.00-\$40.30	2.68-5.74%	
Sports	Per day	No	\$33.10-\$58.00	\$35.00-\$59.00	1.72-5.74%	
Leadership	Per day	No	\$34.20-\$37.30	\$35.00-\$37.30	0-2.34%	
Playgrounds	Per day	No	\$0.00	\$0.00	0%	
Extended Care	Per day	No	\$5.00	\$5.00	0%	
After School Programs						
After School Programs	Per day	No	\$1.00-\$2.38	\$1.00-\$3.00	0-26.32%	
Inclusion						
Youth General	Per hour	No	New	\$8.06-\$8.57	New	
Youth Specialized	Per hour	No	\$4.96-\$9.84	\$7.41-\$14.00	16.69-61.29%	
Adult General Sports	Per hour	Yes	\$3.60-\$8.60	\$4.57-\$10.00	16.28-26.98%	
Adult Specialized	Per hour	Yes	\$5.60-\$9.68	\$6.68-\$13.36	19.29-38.02%	
Adult Day Program	Per hour	Yes	\$7.12-\$20.77	\$8.13-\$21.50	3.24-14.19%	
Drop In	Per hour	Yes	\$3.77-\$2.88	\$3.25-\$8.13	29.18-30.56%	
1:1 Support	Per hour	No	New	\$16.38-\$20.00	New	
Children & Youth Camps	Per day	No	New	\$25.00-\$63.00	New	
BASE Camp	Per day	No	\$54.85-\$139.50	\$61.96-\$146.66	1.19-12.96%	
Fitness						

**TOWN OF NEWMARKET
2019 USER FEE
Schedule A (14)**

Department: Recreation & Culture
Category: Program Registration
Key Business: Programs

Effective Date: January 1, 2019

Program Category	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	% Incease	RAS - SURCHARGE (Maximum charge \$5.00 per program)
General	Per hour	here applicat	\$4.00-\$7.50	\$4.50-\$7.50	0-12.50%	
Personal Training	per hour	Yes	\$23.33-\$500	\$23.33-\$500	\$0.00	
Specialty	per hour	Yes	New	\$9.49-\$10.00	New	
Aquatics						
Swim Lessons	Per hour	No	\$11.10-\$17.60	\$12.54-19.54	11-13%	
Private Lessons	Per hour	Yes	\$13.00-\$67.96	\$14.69-\$67.96	0-13%	
Advanced Leadership Re-certification	per course	Yes	\$72.61-\$94.80	\$78.45-\$94.80	0-11%	
*Advanced Leadership- Full Course	Per course	Yes	\$50.60-\$286.86	\$104.53-\$342.52	0-50%	
*Course fee depends on length of course (hrs)/legislated criteria, exam and book fees						
Sports						
General	per hour	here applicat	\$2.63-\$8.50	\$2.80-\$8.50	0-6.38%	
Specialized	per hour	here applicat	\$6.29-\$10.16	\$6.29-\$10.16	0%	
Skatepark	per hour	Yes	\$10.00-\$22.50	\$10.00-\$22.50	0%	
Leagues	per hour	Yes	\$2.98-\$13.12	\$3.11-\$13.12	0-4.8%	
Preschool						
General	per hour	No	\$3.10-\$7.50	\$3.50-\$7.50	0-14.49%	
Culture						

**TOWN OF NEWMARKET
2019 USER FEE
Schedule A (14)**

Department: Recreation & Culture
Category: Program Registration
Key Business: Programs

Effective Date: January 1, 2019

Program Category	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	% Incease	RAS - SURCHARGE (Maximum charge \$5.00 per program)
Dance - Specialty for Children	Per hour	No	\$5.25-\$14.00	\$5.41-\$14.42	3%	
Dance - Specialty for Adult	Per hour	Yes	\$11.00-\$16.00	\$11.33-\$16.48	3%	
Dance - General	Per hour	No	\$5.25-\$14.00	\$5.41-\$14.42	3%	
Arts - General for Children	Per hour	No	\$4.00-\$10.00	\$4.12-\$10.30	3%	
Arts - General for Adults	Per hour	Yes	\$5.00-\$18.00	\$5.15-\$18.54	3%	
Arts - Specialty for Youth	Per hour	No	\$7.00-\$14.50	\$7.21-\$14.94	3%	
Arts - Specialty for Adults	Per hour	Yes	\$13.00-\$21.00	\$13.39-\$21.63	3%	
Cooking	Per hour	No	\$12.00-\$15.00	\$12.36-\$15.45	3%	
Music - General	Per hour	No	\$8.50	\$8.76	3%	
Arts - Event	Per event	Yes	\$0.00-\$50.00	\$0.00-\$51.50	3%	

**TOWN OF NEWMARKET
2019 USER FEE
Schedule A(15)**

Department: Recreation & Culture

Effective Date: January 1, 2019

Category: Rentals

Key Business: Birthday Party Rentals

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES
Birthday Party Packages						
Public Skate and Public Swim	Per 20 attendee's	Yes	\$212.20	\$212.20	\$0.00	\$212.20
Private Gym and Skate Park	Per 20 attendee's	Yes	\$249.30	\$249.30	\$0.00	\$249.30
Birthday Extra Guest	Per Person	Yes	\$12.40	\$12.40	\$0.00	\$12.40
Birthday Party Additional Facility - E.g. Add Gym to Sk8 Park	per booking	Yes	\$64.80	\$64.80	\$0.00	\$64.80

**TOWN OF NEWMARKET
2019 USER FEE
Schedule A(16)**

Department: Recreation & Culture

Effective Date: January 1, 2019

Category: Rentals

Key Busines: Old Town Hall

SERVICE PROVIDED	UNIT OF MEASURE	Duration/Time Unit	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES	SUBJECT TO HST YES/NO	TOTAL FEE TAXES Included if applicable
Studios and Atrium (Backstage)	Single Studio Resident use	Up to 3 hours	\$68.70	\$68.70	\$15.00	\$ 83.70	Yes	\$ 94.58
		Greater than 3 hours, 8 hrs. max	\$ 196.70	\$ 196.70	\$15.00	\$ 211.70	Yes	\$ 239.22
	Single Studio Non resident	Up to 3 hours	\$ 135.80	\$ 135.80	\$15.00	\$ 150.80	Yes	\$ 170.40
		Greater than 3 hours, 8 hrs. max	\$ 255.00	\$ 255.00	\$15.00	\$270.00	Yes	\$305.10
	Both Studios Resident (includes Kitchen)	Up to 8 hours	\$416.90	\$416.90	\$15.00	\$ 431.90	Yes	\$ 488.05
	Both Studios Commercial/Non-resident (includes Kitchen)	Up to 8 hours	\$ 554.10	\$ 554.10	\$15.00	\$569.10	Yes	\$ 643.08
Commercial Art Display/Installation	Art Exhibit, Set Up time within any room(s) within building	Hourly, Daily max of \$200	\$ 25.00	\$ 25.00	N/A	\$ 40.00	Yes	N/A
	Art Exhibit, Public Access (no admission fee)	Commission Per sale	\$0.40	\$0.40	NA	N/A	Yes	TBD
Kitchen	Resident Kitchen Use - Minimum 2 hours	Per hour	\$50.00	\$50.00	\$15.00	\$ 65.00	Yes	\$ 73.45
	Non Resident Kitchen Use - Minimum 2 hours	Per hour	\$ 50.00	\$ 50.00	\$15.00	\$ 65.00	Yes	\$ 73.45

**TOWN OF NEWMARKET
2019 USER FEE
Schedule A(16)**

Department: Recreation & Culture

Effective Date: January 1, 2019

Category: Rentals

Key Busines: Old Town Hall

SERVICE PROVIDED	UNIT OF MEASURE	Duration/Time Unit	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	RAS - SURCHARGE	TOTAL FEE BEFORE TAXES	SUBJECT TO HST YES/NO	TOTAL FEE TAXES Included if applicable
Entire Building	Set-up Day	Any part of single day	\$1,000.00	\$1,000.00	\$15.00	\$1,015.00	Yes	\$ 1,146.95
	Event Day Resident	Full Day Access to regular business hours	\$ 2,500.00	\$ 2,500.00	\$15.00	\$ 2,515.00	Yes	\$ 2,841.95
	Event Day Non resident	Full Day Access to regular business hours	\$ 3,000.00	\$ 3,000.00	\$15.00	\$ 3,015.00	Yes	\$ 3,406.95

Notes:

Some Rentals may prevent use of other rooms due to nature of use.

Minimum Hourly booking is 1.5 hrs. Room will be set up by town staff, but must be vacated by end of allotted time.



Town of Newmarket
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Building Permit Fees Information Report

Report Number: 2018-42

Department(s): Financial Services

Author(s): Senior Financial Analyst

Date: December 10, 2018

Recommendations

1. That the report entitled 2019 Building Permit Fees dated December 10, 2018 and the attached schedule be received for information purposes.

Executive Summary

See below.

Purpose

The purpose of this report is to provide an update that the building permit fees are not suggested to increase in 2019.

Background

In 2016, By-law 2015-58 was enacted to establish the collection of Building Permit fees. This fee schedule has remained unchanged since then.

As per the Building Code Act, 1992, a municipality is required to prepare a report regarding building permit fees collected and the costs of administering and enforcing this Act every 12 months; and, the municipality shall make its report available to the public. This report was prepared for 2017; 2018-16 Information Report Building Permit Fees.

Discussion

Based on the Servicing Pricing Policy, Building Code Act fees are categorized as a Private Good establishing a cost recovery target level of 100% to recover the full cost of providing the services by the municipality. The services are provided for the benefit of specific interested users.

For 2019, no fee increase is being proposed. Cost recovery targets will continue to be met with the current fees and charges.

Conclusion

The report will be posted on the Town's website.

Business Plan and Strategic Plan Linkages

This report links to Newmarket's key strategic direction in being Well Managed through fiscal responsibility.

Consultation

Consultation has taken place with Building Services staff.

Human Resource Considerations

Not applicable to this report.

Budget Impact

Building Code Act Fee adjustments are limited to cost recovery and have no impact on the tax base.

Attachments

Building Permit Fee Schedule

Contact

For more information on this report, contact Mike Mayes at 905-953-5300, ext. 2102 or via e-mail at mmayes@newmarket.ca

Approval

Mike Mayes, CPA, CGA, DPA
Director, Financial Services/Treasurer

Esther Armchuk, LL.B
Acting Commissioner, Corporate Services



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2019 User Fees and Charges – Planning Act Fees Staff Report

Report Number: 2018-82

Department(s): Financial Services

Author(s): Senior Financial Analyst

Meeting Date: December 10, 2018

Recommendations

1. That the report entitled 2019 User Fees and Charges – Planning Act Fees dated November 19, 2018 be received and;
2. That the attached Schedule 'A' being the Town of Newmarket 2019 Planning Application Fees Schedule be approved and adopted by by-law and;
3. That the fee adjustments come into full force and effect as of January 1, 2019.

Executive Summary

See below.

Purpose

The purpose of this report is to recommend increases of 2.8% to the Planning Act fees for 2019, unless fees are regulated or established by other provincial legislation or third party.

Background

All rates and fees are reviewed annually and adjusted in accordance with the Annual Budget Review Process and application of the Service Pricing Policy.

Discussion

Based on the Service Pricing Policy, Planning fees are categorized as a Community Supported Good, establishing a targeted cost recovery level of 90% for the majority of fees with the exception of Committee of Adjustment application fees. The targeted cost recovery for Committee of Adjustment application fees is 55%.

Conclusion

The attached Schedule 'A' has been prepared to recognize Planning Application fee increases of 2.8% resulting from general service cost increases including wage and benefit increases. A few new fees were proposed for Site Plan Lot Created by Consent for leading and amending agreements, Committee of Adjustment Re-circulation fee, fee for matters appealed to Local Planning Appeal (LPAT), and Site Plan Security Release Inspection after the First Inspection.

Business Plan and Strategic Plan Linkages

The adoption of the 2019 Fees and Charges by-law, implementing adjustments to the Planning Act regulated fees, is in alignment with the key focus area Well-equipped and managed of the Community Strategic Plan.

Consultation

Advertisement on the Town of Newmarket's website has been provided in accordance with the Town's Procedure By-law and distribution of the Committee of the Whole agendas. In addition, notice has been given through advertisement on the Town Page of the local newspaper in advance of Council's consideration.

Human Resource Considerations

Not applicable to this report.

Budget Impact

The additional revenue anticipated as a result of the increase in Planning Act Fees, with similar volumes, is \$9,000.

Attachments

Schedule A – Planning Department 2019 User Fees

Approval

R. Nethery, BES, MCIP, RPP
Director of Planning & Building Services

Mike Mayes, CPA, CGA, DPA
Director, Financial Services/Treasurer

Contact

For more information on this report, please contact Rick Nethery at 905-953-5300, ext. 2451 or rnethery@newmarket.ca or Mike Mayes at 905-953-5300, ext. 2102 or mmayes@newmarket.ca

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TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE A

Department: Planning

Effective Date:

January 1, 2019

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAX	2019 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Official Plan and Zoning By-law Amendments							
Official Plan Amendment	each	Y	\$ 23,974.20	\$ 24,645.48	\$ 3,203.91	\$ 27,849.39	2.8%
Zoning By-law Amendment	each	Y	\$ 20,897.51	\$ 21,482.64	\$ 2,792.74	\$ 24,275.38	2.8%
Removal of Holding (H)	each	Y	\$ 3,894.94	\$ 4,004.00	\$ 520.52	\$ 4,524.52	2.8%
Plans of Subdivision							
Subdivision - Residential	Base fee	Y	\$ 76,172.45	\$ 78,305.28	\$ 10,179.69	\$ 88,484.97	2.8%
	Plus per unit	Y	\$ 197.21	\$ 202.73	\$ 26.36	\$ 229.09	2.8%
Subdivision - Commercial	Base fee	Y	\$ 81,727.44	\$ 84,015.81	\$ 10,922.06	\$ 94,937.87	2.8%
	Plus per hectare	Y	\$ 1,511.85	\$ 1,554.18	\$ 202.04	\$ 1,756.22	2.8%
Subdivision - Industrial	Base fee	Y	\$ 83,995.29	\$ 86,347.16	\$ 11,225.13	\$ 97,572.29	2.8%
	Plus per hectare	Y	\$ 377.95	\$ 388.53	\$ 50.51	\$ 439.04	2.8%
Subdivision - Institutional	Base fee	Y	\$ 83,238.27	\$ 85,568.94	\$ 11,123.96	\$ 96,692.90	2.8%
	Plus per hectare	Y	\$ 755.93	\$ 777.10	\$ 101.02	\$ 878.12	2.8%

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TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE A

Department: Planning

Effective Date:

January 1, 2019

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAX	2019 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE	
Revision of Draft Plan Approval Requiring Circulation	each application	Y	\$ 2,940.08	\$ 3,022.40	\$ 392.91	\$ 3,415.31	2.8%	
Revision to Conditions of Draft Approval	each application	Y	\$ 2,940.08	\$ 3,022.40	\$ 392.91	\$ 3,415.31	2.8%	
Extension of Draft Approval	each application	Y	\$ 1,470.03	\$ 1,511.19	\$ 196.45	\$ 1,707.64	2.8%	
Registration of each Phase of a Plan	each	Y	\$ 1,470.03	\$ 1,511.19	\$ 196.45	\$ 1,707.64	2.8%	
Part Lot Control	each	Y	\$ 1,845.37	\$ 1,897.04	\$ 246.62	\$ 2,143.66	2.8%	
Draft Approval and Final Registration Coordination Fee (payable at time of draft approval)								
Industrial Subdivisions		Y	\$ 21,371.18	\$ 21,969.57	\$ 2,856.04	\$ 24,825.61	2.8%	
Residential Subdivisions (more than 30 lots)		Y	\$ 21,382.17	\$ 21,980.87	\$ 2,857.51	\$ 24,838.38	2.8%	
All other Subdivisions		Y	\$ 16,029.18	\$ 16,478.00	\$ 2,142.14	\$ 18,620.14	2.8%	
Coordination Fee for Engineering Drawing Submissions beyond 4th Submission (payable at time of 5th submission)								
Industrial Subdivisions		Y	\$ 5,238.81	\$ 5,385.50	\$ 700.11	\$ 6,085.61	2.8%	
Residential Subdivisions (more than 30 lots)		Y	\$ 5,238.81	\$ 5,385.50	\$ 700.11	\$ 6,085.61	2.8%	
All Other Subdivisions		Y	\$ 2,619.39	\$ 2,692.73	\$ 350.06	\$ 3,042.79	2.8%	
Site Plan Approval								
Site Plan - Residential	each	Y	\$ 39,140.57	\$ 40,236.51	\$ 5,230.75	\$ 45,467.26	2.8%	

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TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE A

Department: Planning

Effective Date:

January 1, 2019

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAX	2019 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
	Plus per unit	Y	\$ 197.21	\$ 202.73	\$ 26.36	\$ 229.09	2.8%
Site Plan - High Rise Office Commercial	Per 1,800 m ² of gross floor area	Y	\$ 12,807.85	\$ 13,166.47	\$ 1,711.64	\$ 14,878.11	2.8%
Site Plan - Single-detached or Semi-detached Lot Created by Consent (leading agreement)	Per lot	Y		\$ 750.00	\$ 97.50	\$ 847.50	NEW
Site Plan - Single-detached or Semi-detached Lot Created by Consent (amending agreement)	Per lot	Y		\$ 1,100.00	\$ 143.00	\$ 1,243.00	NEW
Site Plan - All Other	each	Y	\$ 12,564.26	\$ 12,916.06	\$ 1,679.09	\$ 14,595.15	2.8%
Plans of Condominium							
Condominium - Residential	each	Y	\$ 35,081.46	\$ 36,063.74	\$ 4,688.29	\$ 40,752.03	2.8%
	Plus per unit	Y	\$ 197.21	\$ 202.73	\$ 26.36	\$ 229.09	2.8%
Condominium - All Other	each	Y	\$ 8,802.85	\$ 9,049.33	\$ 1,176.41	\$ 10,225.74	2.8%
Committee of Adjustment							
Consent - Severance	each	Y	\$ 6,560.14	\$ 6,743.82	\$ 876.70	\$ 7,620.52	2.8%
Consent - Other	each	Y	\$ 4,373.95	\$ 4,496.42	\$ 584.53	\$ 5,080.95	2.8%
Minor Variance	each	Y	\$ 1,466.82	\$ 1,507.89	\$ 196.03	\$ 1,703.92	2.8%

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TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE A

Department: **Planning**

Effective Date:

January 1, 2019

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAX	2019 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Committee of Adjustment Re-circulation Fee Due to Applicant's Revisions or Applicant's Deferrals		Y		\$ 1,000.00	\$ 130.00	\$ 1,130.00	NEW
Special Committee of Adjustment Meeting for Emergent Issues	each	Y	\$ 1,007.22	\$ 1,035.42	\$ 134.60	\$ 1,170.02	2.8%
Other Matters							
Fence By-law Variance - Within the Jurisdiction of Staff	each	Y	\$ 88.02	\$ 90.48	\$ 11.76	\$ 102.24	2.8%
Telecommunications Tower	each	Y	\$ 12,385.21	\$ 12,732.00	\$ 1,655.16	\$ 14,387.16	2.8%
Application Reactivation Fee	each	Y	\$ 664.40	\$ 683.00	\$ 88.79	\$ 771.79	2.8%
	Plus Annual Increase	Y					
Woodlot Preservation Application (By-Law 2007-71)	per tree	Y	\$ 132.88	\$ 136.60	\$ 17.76	\$ 154.36	2.8%
Tree Preservation, Protection, Replacement and Enhancement Policy Compensation	Based on the "Guide for Plant Appraisal" 9 th (or latest) edition established by the International Society of Arboriculture.						
Request for Support Resolution (Feed-In-Tariff Program)	Per Application	N	\$ 157.74	\$ 162.16	\$ -	\$ 162.16	2.8%
Peer Review and/or External Consulting Fees	Actual Cost	Y					
Planning Administrative Fee for Checking Consultants' Invoices	15% of consultant's fee	Y					

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TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE A

Department: Planning

Effective Date:

January 1, 2019

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAX	2019 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Town of Newmarket fee for matters appealed to Local Planning Appeal Tribunal(LPAT)	each	N		\$ 163.00	\$ -	\$ 163.00	NEW
Zoning Confirmation Letter	each	Y	\$ 89.66	\$ 92.17	\$ 11.98	\$ 104.15	2.8%
Zoning Compliance Letters	each	Y	\$ 152.16	\$ 156.42	\$ 20.33	\$ 176.75	2.8%
Site Plan Agreement - Security Release Inspection After the First Inspection	each	Y		\$ 436.50	\$ 56.75	\$ 493.25	NEW
Owner Request for Change of Address	each	Y	\$ 168.17	\$ 172.88	\$ 22.47	\$ 195.35	2.8%



Town of Newmarket
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2019 User Fees and Charges – Fire Services Staff Report

Report Number: 2018-83

Department(s): Financial Services

Author(s): Anita Gibson, Senior Financial Analyst

Meeting Date: December 10, 2018

Recommendations

1. That the report entitled 2019 User Fees and Charges – Fire Services be received; and,
2. That the attached Schedule 'A' being the Town of Newmarket 2019 Fire Services Fees Schedule be approved and,
3. That the fee adjustments come into full force and effect January 1, 2019.

Executive Summary

See below.

Purpose

The purpose of this report is to recommend adjustments to the user fees and charges in Fire Services for 2019.

Background

Based on the Service Pricing Policy, fees and charges are categorized by user and type of service. Fire Service Fees are considered a Consumer Good. It is preferable, or in the best interest of the user or community, to influence the use of the service for the overall health, safety, security and sustainability of the whole community.

All rates and fees are reviewed annually and adjusted in accordance with the Annual Budget Review Process and application of the Service Pricing Policy.

Discussion

The proposed change to 2019 fees and charges for Fire Services is a 2.8% increase to reflect service cost increases including wages and benefits. The increase does not apply to those fees regulated or established by Provincial legislation or third party.

CYFS has been retained to provide emergency services for the Township of King and the Town of Whitchurch-Stouffville. As per the agreements, CYFS receives an Annual Retainer Fee and Per Call Fee from King and Whitchurch-Stouffville. The annual retainer fee is adjusted annually by an amount equal to the percentage increase or decrease in the approved budget of CYFS.

Conclusion

Attached is the proposed Fire Service user fee schedule for 2019.

Business Plan and Strategic Plan Linkages

The adoption of the 2019 Fees and Charges by-law, implementing adjustments to Fire Services Fees, lies within the key focus area Well-equipped and managed of the Community Strategic Plan.

Consultation

Advertisement on the Town of Newmarket's website has been provided in accordance with the Town's Notice By-law and distribution of the Committee of the Whole agendas. In addition, notice has been given through advertisement on the Town Page of the local newspaper in advance of Council's consideration.

Human Resource Considerations

Not applicable to this report.

Budget Impact

The additional impact of the adjustment to Fire Services fees is not material.

Attachments

Schedule A – 2019 User Fees – Fire Services

Approval

Ian Laing
Fire Chief, Central York Fire Services

Mike Mayes, CPA, CGA, DPA
Director, Financial Services/Treasurer

Contact

For more information on this report, contact Fire Chief Laing at 905-953-5300, ext. 3001 or via e-mail at ilaing@cyfs.ca, or Mike Mayes at 905-953-5300 ext. 2102 or via e-mail at mmayes@newmarket.ca

**TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE A**

Department: Fire Services

Effective Date: January 1, 2019

SERVICE PROVIDED	UNIT OF MEASURE	TIMELINES	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAX	2019 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Apartment/Office Inspections Base Building	One to five storey premises	6 hours	Y	\$367.15	\$367.15	\$47.73	\$414.88	0.0%
	Six or more storey premises	8 hours	Y	\$489.55	\$489.55	\$63.64	\$553.19	0.0%
	Each additional unit	1.5 hours	Y	\$93.72	\$93.72	\$12.18	\$105.91	0.0%
	Day Care Home Inspection	1.5 hours	Y	\$93.72	\$96.35	\$12.52	\$108.87	2.8%
	Day Nursery Inspection	1.5 hours	Y	\$93.72	\$96.35	\$12.52	\$108.87	2.8%
Request for Report	Faxing or Mailing Reports	0.75 hours	Y	\$46.86	\$48.17	\$6.26	\$54.44	2.8%
Hazardous Materials Response (any location)	First hour per fire unit/flat rate		N	\$465.42	\$465.42	\$0.00	\$465.42	0.0%
	Each additional ½ hour per fire unit		N	\$232.71	\$232.71	\$0.00	\$232.71	0.0%
	Per hour/firefighter plus material used		N	\$47.22	\$47.22	\$0.00	\$47.22	0.0%
	Per hour/officer plus material used		N	\$54.29	\$54.29	\$0.00	\$54.29	0.0%
Industrial & Commercial Inspection	Per single industrial unit	1.5 hours	Y	\$93.72	\$96.35	\$12.52	\$108.87	2.8%
	Each additional unit	1.5 hours	Y	\$93.72	\$96.35	\$12.52	\$108.87	2.8%
	LLBO Inspections	2 hours	Y	\$124.97	\$128.46	\$16.70	\$145.16	2.8%

**TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE A**

Department: Fire ServicesEffective Date: January 1, 2019

SERVICE PROVIDED	UNIT OF MEASURE	TIMELINES	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAX	2019 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Provincial Highway Accident Responses	First hour per fire unit/flat rate		N	\$465.42	\$465.42	\$0.00	\$465.42	0.0%
	Each additional ½ hour per fire unit		N	\$232.71	\$232.71	\$0.00	\$232.71	0.0%
Property File Search	File Search and Response	1.5 hours	Y	\$91.79	\$94.36	\$12.27	\$106.63	2.8%
Retrofit Inspections (9.5, 9.6)		6 hours	Y	\$374.86	\$374.86	\$48.73	\$423.59	0.0%
Retrofit Inspections (9.8)		3 hours	Y	\$199.94	\$199.94	\$25.99	\$225.93	0.0%
Paid Duty Truck Stand-by	First hour per fire unit/flat rate		N	\$465.42	\$465.42	\$0.00	\$465.42	0.0%
	Each additional ½ hour per fire unit		N	\$232.71	\$232.71	\$0.00	\$232.71	0.0%
	Per hour/firefighter plus material used		N	\$47.22	\$47.22	\$0.00	\$47.22	0.0%
	Per hour/officer plus material used		N	\$54.29	\$54.29	\$0.00	\$54.29	0.0%
Fireworks Permit Fee			N	\$102.32	\$105.19	\$0.00	\$105.19	2.8%
Extinguisher Training Using Classroom and Burn Pan	Per session up to 20 people with own extinguishers		Y	\$373.12	\$373.12	\$48.51	\$421.62	0.0%
Chronic False Alarm (preventable cause)-after two responses	Per unit/per incident		N	\$465.42	\$465.42	\$0.00	\$465.42	0.0%



Town of Newmarket
395 Mulock Drive P.O. Box 328,
Newmarket, Ontario, L3Y 4X7

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2019 User Fees and Charges - General Staff Report

Report Number: 2018-84

Department(s): Financial Services

Author(s): Senior Financial Analyst

Meeting Date: December 10, 2018

Recommendations

1. That the report entitled 2019 User Fees and Charges – General dated November 19, 2018 be received; and,
2. That the attached Schedules 'A', 'B', 'C', 'D', 'E' and 'F' marked as the Town of Newmarket 2019 All Departments, Corporate Services – Finance & Procurement & IT, Legal Services, Public Works Services, Engineering Services and Legislative Services – General Fees and Charges respectively, be approved and adopted by by-law; and
3. That the fee adjustments come into full force and effect as of January 1, 2019; and
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Executive Summary

See below.

Purpose

The purpose of this report is to recommend increases to the fees and charges in Corporate Services, Public Works Services and Engineering Services, to become effective January 1, 2019.

Background

All rates and fees are reviewed annually and adjusted in accordance with the Annual Budget Review Process and application of the Service Pricing Policy. Based on the Service Pricing Policy, fees and charges are categorized by user and type of service. Target cost recovery levels are established and user fees and charges are to be adjusted accordingly. The proposed user fee charges vary depending upon the services provided.

The target increase was 2.8% - it represented the annual increase in the Toronto Consumer Price Index (CPI) at the beginning of the budget process in March 2018. For some specific services, this is not a practical increase – it is better to take a stepped approach every few years. Consequently, increases are below or above this target, but the overall average is within 2.8%.

Discussion

Corporate Services

All Departments (Schedule A): All the fees and charges are proposed to increase by 2.8%.

Procurement Services (Schedule B): No change is proposed to the fees.

Information Technology (Schedule B): No change is proposed to the fees

Financial Services (Schedule B): No change is proposed to the majority of fees. Administration of Developments fee (security) is suggested to increase. Also, a new fee was introduced for Statement of Unpaid Taxes (Arrear Notices). This is a relatively common practice with other municipalities. The fee is cost recoverable which will ensure that taxpayers who do pay on time are not bearing the cost for those that do not. We do not charge any additional penalty on each instalment if overdue.

Legal Services (Schedule C): All the fees and charges are proposed to increase by 2.8%.

Public Works Services (Schedule D): Public Works conducted a comprehensive review of all fees and charges in 2018. The increases vary depending on the nature of the fees. New fees proposed are for Road Occupancy Permit (ROP), Water-Bulk Collection Account set-up and CCTV Lateral Inspections.

Engineering Services (Schedule E): Most of the fees and charges are proposed to increase by 2.8%. New fees proposed are for Preparation of Pre-Servicing Agreement and Site Plan Inspection for Security Release.

Legislative Services (Schedule F): Fees and charges are proposed to increase by 2.8% or less in 2019 except for those regulated or established by either provincial legislation or third party. A few new fees are proposed for 2019: Municipal Letter Special Occasion, Enforcement Administration, Animal Control Appeal, Licensing Appeal, Noise Permit Fees, Subdivision Development Sign, Parking Exemptions, Registration Letter (Resale), and Wedding Ceremony cancellation fees.

Conclusion

The attached schedules represent general fees and charges levied by the municipality that are not linked to specific legislation. Any new fees and fee items outside the range of a 2%-4% increase are highlighted.

Business Plan and Strategic Plan Linkages

The adoption of the 2019 General Fees and Charges is in alignment with the key focus area Well-equipped and managed, of the Community Strategic Plan.

Consultation

Advertisement on the Town of Newmarket's website has been provided in accordance with the Town's Procedure By-law and distribution of the Committee of the Whole agendas. In addition, notice has been given through advertisement on the Town Page of the local newspaper in advance of Council's consideration. These fees and charges are being presented as part of the Committee of the Whole meeting scheduled for December 10, 2018.

Human Resource Considerations

Not applicable to this report.

Budget Impact

Operating Budget: Increases to the fees and charges are limited to cost recovery. The estimated impact of these increases is not material and will be included in the revenue estimates for the 2019 preliminary draft budget.

Capital Budget: Not applicable.

Attachments

Schedule A – All Departments

Schedule B – Corporate Services

Schedule C – Legal Services

Schedule D – Public Works

Schedule E – Engineering Services

Schedule F – Legislative Services – General Fees

Approval

Mike Mayes, CPA, CGA, DPA
Director, Financial Services/Treasurer

Esther Armchuk, LL.B.
Commissioner, Corporate Services

Contact

For more information on this report, contact Mike Mayes at 905-953-5300 ext. 2102 or mmayes@newmarket.ca

**TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE A**

Department: All Departments

Effective Date:

January 1, 2019

SERVICE PROVIDED	UNIT OF MEASURE	2018 FEE BEFORE TAX	2019 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Plan Reproduction:						
24" x 36" sheet – for first sheet	per sheet	\$ 17.70	\$ 18.20	\$ 2.37	\$20.56	2.8%
additional sheets	per sheet	\$ 8.85	\$ 9.10	\$ 1.18	\$10.28	2.8%
36" x 42" sheet – for first sheet	per sheet	\$ 17.70	\$ 18.20	\$ 2.37	\$20.56	2.8%
additional sheets	per sheet	\$ 8.85	\$ 9.10	\$ 1.18	\$10.28	2.8%
Photocopy:	per copy	\$ 0.93	\$ 0.96	\$ 0.12	\$1.08	2.8%

**TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE B**

Commission: Corporate Services

Effective Date: January 1, 2019

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST	2018 FEE BEFORE TAX	2019 FEE BEFORE TAX	HST	TOTAL FEE	% INCREASE
<i>FINANCIAL SERVICES</i>							
<i>Accounting</i>							
Accounts Receivable Finance Charges	1.25% monthly on outstanding balance	N	1.25% monthly on outstanding balance	1.25% monthly on outstanding balance	\$0.00	1.25% monthly on outstanding balance	0.00%
Accounts Receivable Collection Charges	16% of the outstanding balance	N	16% of the outstanding balance	16% of the outstanding balance	\$0.00	16% of the outstanding balance	0.00%
Treasurer's Compliance Letter	each	N	\$80.00	\$82.00	\$0.00	\$82.00	2.50%
Returned Payment	each	N	\$51.00	\$50.00	\$0.00	\$50.00	-1.96%
Verification of Local Improvements	each	N	\$80.00	\$82.00	\$0.00	\$82.00	2.50%
Financial Services Administrative Fee	15% of invoice	Y	16% of invoice	16% of invoice		16% of invoice+HST	0.00%
Administration of Developments	5% of Security Requirement, to a maximum amount +HST	Y	5% of Security Requirement, maximum \$60,000 +HST	5% of Security Requirement, maximum \$65,000 +HST		5% of Security Requirement, maximum \$65,000 +HST	8.33%
<i>Property Tax/Assessment</i>							
Tax Certificate	each	N	\$82.00	\$82.00	\$0.00	\$82.00	0.00%
Returned Payment	each	N	\$51.00	\$50.00	\$0.00	\$50.00	-1.96%
Statement of Unpaid Taxes (Arrear Notices)	each 4 X per year	N	\$0.00	\$5.00	\$0.00	\$5.00	NEW
Statement of Property Taxes Paid	each	N	\$40.00	\$41.00	\$0.00	\$41.00	2.50%
Detailed Analysis of Property Tax Account	per hour	N	\$45.00	\$45.00	\$0.00	\$45.00	0.00%
Update Mortgage Company Information	each	N	\$15.00	\$15.00	\$0.00	\$15.00	0.00%
Property Tax Administrative Fee-Additions to the Tax Account for Collection	15% of invoice	Y	16% of invoice	16% of invoice		16% of invoice+HST	0.00%
New Ownership Maintenance Fee	per account	N	\$20.00	\$20.00	\$0.00	\$20.00	0.00%
Detailed Calculations of Tax Adjustments (other than property owner)	per tax year	N	\$25.00	\$30.00	\$0.00	\$30.00	20.00%
New Account/Roll Number	each	N	\$30.00	\$30.00	\$0.00	\$30.00	0.00%

**TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE B**

Commission: Corporate Services

Effective Date: January 1, 2019

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST	2018 FEE BEFORE TAX	2019 FEE BEFORE TAX	HST	TOTAL FEE	% INCREASE
<u>PROCUREMENT SERVICES</u>							
Quotations, Proposals and Tenders	Range from \$10 to \$259 depending on the complexity or value of the solicitation	Y	Range from \$10 to \$265 depending on the complexity or value of the solicitation	Range from \$10 to \$265 depending on the complexity or value of the solicitation		Range from \$10 to \$265 depending on the complexity or value of the solicitation	0.00%
<u>INFORMATION TECHNOLOGY</u>							
Custom Mapping (minimum charge of 1/2 hour)	per hour	Y	\$50.00	\$50.00	\$6.50	\$56.50	0.00%
	per additional copy (size 8.5x11 to 11x17)	Y	\$1.99	\$1.99	\$0.26	\$2.25	0.00%
	per additional copy (larger than 11x17)	Y	\$5.00	\$5.00	\$0.65	\$5.65	0.00%
Ward Polling Location Map	per copy	Y	\$15.27	\$15.27	\$1.99	\$17.26	0.00%
Individual Ward Map	per copy	Y	\$15.27	\$15.27	\$1.99	\$17.26	0.00%
Detailed Street Map	per copy	Y	\$25.00	\$25.00	\$3.25	\$28.25	0.00%
Municipal Address Map Series	full set of 42, D sized sheets	Y	\$125.00	\$125.00	\$16.25	\$141.25	0.00%
	per sheet (D sized)	Y	\$6.68	\$6.68	\$0.87	\$7.55	0.00%
	full set of 42, 11x17	Y	\$76.50	\$76.50	\$9.95	\$86.45	0.00%
	per sheet (11x17)	Y	\$1.99	\$1.99	\$0.26	\$2.25	0.00%
Large 2007 Ortho Meeting Room Map	per copy	Y	\$50.00	\$50.00	\$6.50	\$56.50	0.00%
Large 2009 Ortho Meeting Room Map	per copy	Y	\$50.00	\$50.00	\$6.50	\$56.50	0.00%
Large 2011 Ortho Meeting Room Map	per copy	Y	\$100.00	\$100.00	\$13.00	\$113.00	0.00%

**TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE C**

Department: Legal Services

Effective Date: January 1, 2019

NOTE: All fees and charges listed on this schedule are subject to H.S.T. and are minimum amounts and may be increased based on complexity and nature of the matter as determined by Municipal Solicitor and based on the hourly rate of **\$288.00** per lawyer and **\$113.00** per law clerk. In addition, the Town recovers the full cost of any disbursements, which include but are not limited to registration fees, search fees, courier and postage costs, conveyancer fees, and printing fees.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAX	2019 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
SUBDIVISION/CONDOMINIUM DEVELOPMENT (All fees are minimum amounts and may be increased based on complexity at the hourly rates listed above. All disbursements are recovered at full cost.)							
Residential Subdivision (includes Residential Condominium) Base Fee (includes first 100 lots and/or developable blocks)	each	Y	\$ 10,333.00	\$ 10,622.32	\$1,380.90	\$12,003.23	2.8%
Plus Additional Fee for Each Lot - 101 to 250 Lots	per lot	Y	\$ 35.00	\$ 35.98	\$4.68	\$40.66	2.8%
Plus Additional Fee for Each Lot - 251 to 400 Lots	per lot	Y	\$ 23.00	\$ 23.64	\$3.07	\$26.72	2.8%
Plus Additional Fee for Each Lot – 401 and over	per lot	Y	\$ 15.00	\$ 15.42	\$2.00	\$17.42	2.8%
Additional legal work required beyond four engineering drawing submissions and/or required as a result of unusual complexity	hourly	Y	Based on hourly rate			Based on hourly rate	n/a
Standard Subdivision Agreement	each	Y	\$ 6,627.00	\$ 6,812.56	\$885.63	\$7,698.19	2.8%
Amendments to Standard Subdivision Agreement	each	Y	\$ 2,012.00	\$ 2,068.34	\$268.88	\$2,337.22	2.8%
Commercial/Industrial Subdivision	base fee	Y	\$ 6,688.00	\$ 6,875.26	\$893.78	\$7,769.05	2.8%
Commercial/Industrial Subdivision	per acre	Y	\$ 138.00	\$ 141.86	\$18.44	\$160.31	2.8%
Security Release Requests - Subdivision	each	Y	\$ 368.00	\$ 378.30	\$49.18	\$427.48	2.8%
Security Reduction Requests - Subdivision	each	Y	\$ 189.00	\$ 194.29	\$25.26	\$219.55	2.8%

**TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE C**

Department: Legal Services

Effective Date: January 1, 2019

NOTE: All fees and charges listed on this schedule are subject to H.S.T. and are minimum amounts and may be increased based on complexity and nature of the matter as determined by Municipal Solicitor and based on the hourly rate of **\$288.00** per lawyer and **\$113.00** per law clerk. In addition, the Town recovers the full cost of any disbursements, which include but are not limited to registration fees, search fees, courier and postage costs, conveyancer fees, and printing fees.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAX	2019 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
SITE PLAN (All fees are minimum amounts and may be increased based on complexity at the hourly rates listed above. All disbursements are recovered at full cost.)							
Standard Site Plan Agreement	each	Y	\$ 1,634.00	\$ 1,679.75	\$218.37	\$1,898.12	2.8%
Public / Private Schools - Standard Site Plan Agreement	each	Y	\$ 664.00	\$ 682.59	\$88.74	\$771.33	2.8%
Amendment to Site Plan Agreement (includes amendment to head agreement)	each	Y	\$ 664.00	\$ 682.59	\$88.74	\$771.33	2.8%
Security Release Requests - Site Plan	each	Y	\$ 368.00	\$ 378.30	\$49.18	\$427.48	2.8%
Security Reduction Requests - Site Plan	each	Y	\$ 189.00	\$ 194.29	\$25.26	\$219.55	2.8%
LEGAL WORK RELATED TO COMMITTEE OF ADJUSTMENT OR ONTARIO MUNICIPAL BOARD DECISIONS (All fees are minimum amounts and may be increased based on complexity at the hourly rates listed above. All disbursements are recovered at full cost.)							
Leading Site Plan Agreement (As required as a condition of a minor variance or consent application and/or OMB decision)	each	Y	\$ 650.00	\$ 668.20	\$86.87	\$755.07	2.8%
Amendment to a Leading Site Plan Agreement (As required as a condition of a minor variance or consent application and/or OMB decision)	each	Y	\$ 1,600.00	\$ 1,644.80	\$213.82	\$1,858.62	2.8%
Conveyance of land (As required as a condition of a minor variance or consent application and/or OMB decision)	each	Y	\$ 620.00	\$ 637.36	\$82.86	\$720.22	2.8%

**TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE C**

Department: Legal Services

Effective Date: January 1, 2019

NOTE: All fees and charges listed on this schedule are subject to H.S.T. and are minimum amounts and may be increased based on complexity and nature of the matter as determined by Municipal Solicitor and based on the hourly rate of **\$288.00** per lawyer and **\$113.00** per law clerk. In addition, the Town recovers the full cost of any disbursements, which include but are not limited to registration fees, search fees, courier and postage costs, conveyancer fees, and printing fees.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAX	2019 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
REAL ESTATE (All fees are minimum amounts and may be increased based on complexity at the hourly rates listed above. All disbursements are recovered at full cost.)							
Registration of a Document	each	Y	\$ 317.00	\$ 325.88	\$42.36	\$368.24	2.8%
Discharge or Release of a Registered Document	each	Y	\$ 266.00	\$ 273.45	\$35.55	\$309.00	2.8%
OTHER (All fees are minimum amounts and may be increased based on complexity at the hourly rates listed above. All disbursements are recovered at full cost.)							
Agreements / Documents not listed above (based on complexity)	each	Y	\$1,230 *A non-refundable \$250 minimum deposit is required at the time of the request.	\$1,264 *A non-refundable \$250 minimum deposit is required at the time of the request.	\$164.32	\$1,428.32	2.8%
Renewal or Amendment to an Agreement / Document	each	Y	\$ 620.00	\$ 637.36	\$82.86	\$720.22	2.8%
Miscellaneous (Legal issues only)	each	Y	\$ 300.00	\$ 308.40	\$40.09	\$348.49	2.8%

**TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE D**

Department: Public WorksEffective Date: January 1, 2019

SERVICE PROVIDED	UNIT OF MEASURE	2019 Base Fee	2019 Admin Fee	SUBJECT TO HST YES/NO	TOTAL 2018 FEE BEFORE TAX	TOTAL 2019 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Parks									
Installation of Banners on Main & Water	Each	\$685.84		Y	\$683.91	\$685.84	\$89.16	\$775.00	0.3%
Installation of Banners at all other locations	\$50.00/hour for each staff person plus 15% admin fee to a max. \$550.00	TBD	15%	N	TBD	TBD		TBD	
Public Tree Preservation Bylaw application inspection/review fee	Each tree	\$400.00		Y	\$400.00	\$400.00	\$52.00	\$452.00	0.0%
Tree value for trees on public lands proposed for removal as per the Public Tree Preservation Bylaw	200% of the Actual Cost + 15% Admin. Fee + HST	TBD	15%	Y	TBD	TBD	13%	TBD	
Tree removal for trees on public lands	minimum \$750.00 plus HST or Actual Cost + 15% Admin. Fee + HST	min \$750	possible 15%	Y	min \$750	min \$750	13%	TBD	
Stump removal on public lands	minimum \$250.00 plus HST or Actual Cost + 15% Admin. Fee + HST	min \$250	possible 15%	Y	min \$250	min \$250	13%	TBD	
Tree planting on Town-owned Lands	Each	\$407.08		Y	\$400.00	\$407.08	\$52.92	\$460.00	1.8%
Appeal permit refusal to Director	Each		\$50.00	Y	\$50.00	\$50.00	\$6.50	\$56.50	0.0%
Appeal permit refusal after re-consideration to Committee of Appeals	Each		\$566.37	Y	\$562.00	\$566.37	\$73.63	\$640.00	0.8%
Gate Application and Inspection	Each	\$103.88	\$15.58	Y	\$115.48	\$119.47	\$15.53	\$135.00	3.5%
Celebration Programs									
Celebration Tree (Planting Included)	Each	\$407.08		Y	\$400.00	\$407.08	\$52.92	\$460.00	1.8%
Veteran's Memorial Walkway Stones (Large)	Each	\$330.00		N	\$326.53	\$330.00		\$330.00	1.1%
Veteran's Memorial Walkway Stones (Small)	Each	\$165.00		N	\$163.27	\$165.00		\$165.00	1.1%
Celebration Bench	Each	\$1,200.00		N	\$1,200.00	\$1,200.00		\$1,200.00	0.0%
Reflection Bench	Each	\$1,635.00		N	\$1,632.66	\$1,635.00		\$1,635.00	0.1%
Sewer									
Inspection Fee for Res. San. Service Installed by Owner	per residential unit	\$157.75	\$23.66	Y	\$176.69	\$181.41	\$23.58	\$205.00	2.7%
Removal of blockages in sanitary sewer lateral (if on private property)	Per Inspection	TBA from Contract	15%	Y	Actual +	TBD	13%	TBA from Contract	
Sanitary Connection Application	Per application		\$119.47	Y	\$115.48	\$119.47	\$15.53	\$135.00	3.5%
CCTV Lateral Inspection	Clean out to main line	\$200.00		Y		\$200.00	\$26.00	\$226.00	New
Water									

**TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE D**

Department: Public WorksEffective Date: January 1, 2019

SERVICE PROVIDED	UNIT OF MEASURE	2019 Base Fee	2019 Admin Fee	SUBJECT TO HST YES/NO	TOTAL 2018 FEE BEFORE TAX	TOTAL 2019 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Water Hydrant flow test not related to existing site plan agreements	per test	\$169.29	\$25.39	Y	\$188.45	\$194.69	\$25.31	\$220.00	3.3%
Anti-Tampering Devices -Hydrant/Valve	Each	\$137.17		Y	\$138.55	\$137.17	\$17.83	\$155.00	-1.0%
Watermain Connection Service Line for Residential Water Service (by Town)	Per visit	\$454.02	\$68.10	Y	\$509.75	\$522.12	\$67.88	\$590.00	2.4%
Water Turn on/Shut-off (working hours)	Per Visit	\$19.24	\$2.89	Y	\$143.71	\$22.13	\$2.88	\$25.00	-84.6%
Water Turn on/Shut-off (after hours)	Per Visit	\$76.95	\$11.54	Y	\$51.05	\$88.49	\$11.50	\$100.00	73.3%
Repair/Replace Anti-Tampering device Hydrant	Hydrant	\$508.85		Y	\$502.95	\$508.85	\$66.15	\$575.00	1.2%
Hydrant or valve	Valve	\$349.56		Y	\$347.30	\$349.56	\$45.44	\$395.00	0.7%
Inspection Fee for Residential Water Service Installed by Owner	Per Visit	\$134.67	\$20.20	Y	\$153.13	\$154.87	\$20.13	\$175.00	1.1%
Water Valve Operating After Hours – related to developments	Per Visit	\$450.17	\$67.53	Y	\$506.48	\$517.70	\$67.30	\$585.00	2.2%
Water - Bulk Rate	Per liter	\$0.005186		N	\$0.005186	\$0.005500		\$0.005500	6.1%
Water - Bulk Collection Account set up	Per Account		\$22.12	Y		\$22.12	\$2.88	\$25.00	New
Installation of Hydrant Meter Deposit/Fee		\$2,000.00		N	\$2,000.00	\$2,000.00		\$2,000.00	0.0%
Water Connection Application	Per application		\$119.47	Y	\$115.48	\$119.47	\$15.53	\$135.00	3.5%
Water Meters									
Installed by Builder/Plumber	16x13 (5/8"x 1/2")	\$411.50		Y	\$409.16	\$411.50	\$53.50	\$465.00	0.6%
Installed by Builder/Plumber	16x19 (5/8"x3/4")	\$411.50		Y	\$409.16	\$411.50	\$53.50	\$465.00	0.6%
Installed by Builder/Plumber	19 (3/4")	\$429.20		Y	\$429.04	\$429.20	\$55.80	\$485.00	0.0%
Installed by Builder/Plumber	25.0 (1")	\$446.90		Y	\$447.20	\$446.90	\$58.10	\$505.00	-0.1%
Installed by Builder/Plumber	38 (1-1/2")	\$849.56		Y	\$848.01	\$849.56	\$110.44	\$960.00	0.2%
Installed by Builder/Plumber	50 (2")	\$1,132.74		Y	\$1,133.49	\$1,132.74	\$147.26	\$1,280.00	-0.1%
75 Compound (3") Installed by Dev.	(including cost of strainers)	\$4,579.65		Y	\$4,579.06	\$4,579.65	\$595.35	\$5,175.00	0.0%
100 Compound (4") Installed by Dev.	(including cost of strainers)	\$7,207.96		Y	\$7,207.57	\$7,207.96	\$937.03	\$8,144.99	0.0%
Water Meter Testing	Per Test	\$100.04	\$15.01	Y	\$102.10	\$115.05	\$14.96	\$130.00	12.7%
Missed Water Meter Appointment Fee	Per Unit	\$31.39	\$4.71	Y	\$30.00	\$36.10	\$3.90	\$40.00	20.3%
Meter Seal - Return Visit	Per Unit	\$157.75	\$23.66	Y	\$159.04	\$181.41	\$23.58	\$205.00	14.1%
Solid Waste and Recycling									
White Goods (freezer, stove, etc.)		\$14.16		Y	\$13.55	\$14.16	\$1.84	\$16.00	4.5%
Commercial & Industrial/Apartment Wheel Carts	64 gallon	\$154.87		Y	\$153.60	\$154.87	\$20.13	\$175.00	0.8%
	95 gallon	\$168.14		Y	\$167.16	\$168.14	\$21.86	\$190.00	0.6%
Composters	Standard Size	\$17.70		Y	\$18.07	\$17.70	\$2.30	\$20.00	-2.0%
Large Items	(furniture, mattress, etc.)	\$14.16		Y	\$13.55	\$14.16	\$1.84	\$16.00	4.5%
Recycling Blue Box	Each	\$8.85		Y	\$9.04	\$8.85	\$1.15	\$10.00	-2.1%

**TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE D**

Department: Public WorksEffective Date: January 1, 2019

SERVICE PROVIDED	UNIT OF MEASURE	2019 Base Fee	2019 Admin Fee	SUBJECT TO HST YES/NO	TOTAL 2018 FEE BEFORE TAX	TOTAL 2019 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Garbage Bag Tags (Sold in Package of 5)		\$15.00		N	\$15.32	\$15.00		\$15.00	-2.1%
Special Refuse Cleanup		\$53.87	\$8.08	Y		\$61.95	\$8.05	\$70.00	N/A
Source Separated Organics (SSO)	Large Bin	\$17.70		Y	\$18.07	\$17.70	\$2.30	\$20.00	-2.0%
	Kitchen Bin	\$5.75		Y	\$5.42	\$5.75	\$0.75	\$6.50	6.1%
Roads									
Municipal Consents	Regular Service		\$500.00	N	\$496.54	\$500.00		\$500.00	0.7%
Fire Route/Handi Cap Signs	Each	\$39.82		Y	\$40.42	\$39.82	\$5.18	\$45.00	-1.5%
Street Name/Stop Signs, Hardware & Post	Each	\$495.57		Y	\$494.22	\$495.57	\$64.42	\$559.99	0.3%
Anti-Ilding Signs	Each	\$44.25		Y	\$45.05	\$44.25	\$5.75	\$50.00	-1.8%
Road Occupancy Permit(ROP)	Each	\$69.56	\$10.43	N	\$80.83	\$80.00		\$80.00	-1.0%
ROP Revision or Extension	Each	\$39.13	\$5.87	N		\$45.00		\$45.00	New
Post Construction Inspection for Security Release	Per application	\$119.47		Y	\$115.48	\$119.47	\$15.53	\$135.00	3.5%
ROP Road Degradation (Life Cycle Losses)									
Road surface < 2 years	Per m ²	\$50.00		N	\$50.00	\$50.00		\$50.00	New
Road surface between 2 years and 3 years	Per m ²	\$40.00		N	\$40.00	\$40.00		\$40.00	New
Road surface between 4 years and 5 years	Per m ²	\$30.00		N	\$30.00	\$30.00		\$30.00	New
Road surface between 6 years and 10 years	Per m ²	\$20.00		N	\$20.00	\$20.00		\$20.00	New
Road surface > 10 years	Per m ²	\$15.00		N	\$15.00	\$15.00		\$15.00	New
Aerial Crane Tresspass	Per Month	\$472.79	\$89.16	Y	\$560.55	\$561.95	\$73.05	\$635.00	0.2%

**TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE E**

Department: Engineering Services

Effective Date: Jan 1, 2019

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAX	2019 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Development Services							
Subdivision Design Standard Manual	Each	Y	\$ 94.75	\$ 97.40	\$ 12.66	\$ 110.07	2.8%
Site Alteration Permit	Owner Occupied Residential	N	\$ 255.25	\$ 262.40	\$ -	\$ 262.40	2.8%
	All Other Types of Property	N	\$ 510.50	\$ 2,000.00	\$ -	\$ 2,000.00	291.8%
Engineering Checking & Inspection							
Site Plans handled fully in house	6% of the value of all site works and services outside of the buildings	Y	min. \$797.32	min. \$1,400	min. \$182	min. \$1,582	N/A
Projects in which the Town's Checking Consultant is providing the design review and field monitoring service plus a deposit estimated by the Town for payment of the Town's Checking Consultant is required.	3% Admin fee of the value of outside works and services plus deposit for checking consultant	Y	min. \$797.32	min. \$1,400	min. \$182	min. \$1,582	N/A
Subdivisions – Admin. Fee + Deposit for Checking Consultant	3% Admin Fee + 2.75% deposit for checking consultant	Y	3% Admin Fee + 2.75% deposit for checking consultant	3% Admin Fee + 2.75% deposit for checking consultant		3% Admin Fee + 2.75% deposit for checking consultant+HST	
Overhead incurred for checking Consultant Invoicing	15% Admin Fee	Y	15% Admin Fee	15% Admin Fee		15% Admin Fee +HST	

**TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE E**

Department: Engineering Services

Effective Date: Jan 1, 2019

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAX	2019 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Other Services							
Emergency Work Performed for Developer or Other	Minimum or Actual	Y	minimum \$1,042.27 plus HST or Actual Cost + 15% Admin. Fee + HST	minimum \$1,042.27 plus HST or Actual Cost + 15% Admin. Fee + HST		minimum \$1,042.27 plus HST or Actual Cost + 15% Admin. Fee + HST	0.0%
Coordination/administration of private works in Town contract or as part of private works in Region contract.	Minimum or Actual	Y	\$205.96 minimum + HST or Actual Cost + 15% Admin. Fee + HST	\$205.96 minimum + HST or Actual Cost + 15% Admin. Fee + HST		\$205.96 minimum + HST or Actual Cost + 15% Admin. Fee + HST	0.0%
Coordination/administration of Regional works within Town contracts	18% Admin. Fee + HST	Y	18% Admin. Fee + HST	18% Admin. Fee + HST		18% Admin. Fee + HST	0.0%
Property Information – Assumed/ Unassumed + Release Cert. If requested & available	Per application	Y	\$ 174.12	\$ 179.00	\$ 23.27	\$ 202.26	2.8%
Property Information	(legal, environmental, compliance)	Y	\$ 174.12	\$ 179.00	\$ 23.27	\$ 202.26	2.8%
Consultant's request for traffic counts (ATR or TMC)	Each	Y	\$ 121.34	\$ 124.74	\$ 16.22	\$ 140.95	2.8%
Preparation of "Pre-servicing Agreement"	Each	Y		\$ 2,000.00	\$ 260.00	\$ 2,260.00	NEW
Site Plan Inspection for Security Release After the First Request	Each	Y		\$ 436.50	\$ 56.75	\$ 493.25	NEW

**TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE F**

Department: Legislative Services- General Fees

Effective Date: Jan 1, 2019

Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	Increase
VITAL STATISTICS							
Death Registration	each	N	\$ 30.00	\$ 30.00	\$0.00	\$30.00	0.0%
GENERAL ADMINISTRATION							
Municipal Information - Liquor Application	each	N	\$ 173.50	\$ 178.00	\$0.00	\$178.00	2.6%
Municipal Letter Special Occasion - Liquor	each	N	New	\$ 50.00	\$0.00	\$50.00	0.0%
Ontario Municipal Board (OMB) Appeal Fee	each	N	\$ 163.50	\$ 168.00	\$0.00	\$168.00	2.8%
General Administration	each	N	New	\$ 55.00	\$0.00	\$55.00	0.0%
Certificate of Compliance for each property which has had a Property Standard Order	each	N	\$ 120.00	\$ 123.00	\$0.00	\$123.00	2.5%
Certificate of Compliance for each property which has not had a Property Standard Order	each	N	\$ 60.00	\$ 62.00	\$0.00	\$62.00	3.3%
Certificate of Compliance for each property which has had an Order and charges have been laid	each	N	\$ 250.00	\$ 257.00	\$0.00	\$257.00	2.8%
Certificate of Compliance for interior common area(s) which have had a Property Standards Order	each	N	\$ 120.00	\$ 123.00	\$0.00	\$123.00	2.5%
Certificate of Compliance for interior common area(s) which have not had an Order	each	N	\$ 60.00	\$ 62.00	\$0.00	\$62.00	3.3%
Certificate of Compliance for interior common area(s) which have had an Order and charges have been laid	each	N	\$ 250.00	\$ 257.00	\$0.00	\$257.00	2.8%

**TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE F**

Department: Legislative Services- General Fees

Effective Date: Jan 1, 2019

Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	Increase
Certificate of Compliance for accessory building(s) or other structure(s) which have had a Property Standards Order	each	N	\$ 120.00	\$ 123.00	\$0.00	\$123.00	2.5%
Certificate of Compliance for accessory building(s) or other structure(s) which have not had an Order	each	N	\$ 60.00	\$ 62.00	\$0.00	\$62.00	3.3%
Certificate of Compliance for accessory building(s) or other structure(s) which have had an Order and charges have been laid	each	N	\$ 250.00	\$ 250.00	\$0.00	\$250.00	0.0%
Property Standards Appeal Fee	each	N	\$ 168.50	\$ 173.00	\$0.00	\$173.00	2.7%
Property Standards Reinspection Fee	each	N	\$ 174.00	\$ 178.00	\$0.00	\$178.00	2.3%
Private Parking Administration Fee	each	N	\$ 105.00	\$ 108.00	\$0.00	\$108.00	2.9%
By-law Reinspection Fee	each	N	\$ 75.00	\$ 77.00	\$0.00	\$77.00	2.7%
Garbage Administration(large articles)	each	N	\$ 55.00	\$ 57.00	\$0.00	\$57.00	3.6%
Animal Control - Appeal	each	N	New	\$ 125.00	\$0.00	\$125.00	0.0%
Licensing Appeal	each	N	New	\$ 125.00	\$0.00	\$125.00	0.0%
NOISE							
Noise Exemption Application	each	N	\$ 100.00	\$ 75.00	\$0.00	\$75.00	-25.0%
Noise Permit Fee for one day Event		N	New	\$ 25.00	\$0.00	\$25.00	0.0%
Noise Permit Fee for two to five day Event	each	N	\$ 60.00	\$ 60.00	\$0.00	\$60.00	0.0%
Noise Permit Fee for Construction - 1 day	each	N	\$ 75.00	\$ 77.00	\$0.00	\$77.00	2.7%
Noise Permit Fee for Construction - under 6 months	each	N	New	\$ 150.00	\$0.00	\$150.00	0.0%

**TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE F**

Department: Legislative Services- General Fees

Effective Date: Jan 1, 2019

Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	Increase
Noise Permit Fee for Construction - over 6 months	each	N	New	\$ 225.00	\$0.00	\$225.00	0.0%
POOLS							
Permit Fee - Above Ground Pool	each	N	\$ 168.50	\$ 173.00	\$0.00	\$173.00	2.7%
Permit Fee - Hot Tub	each	N	\$ 168.50	\$ 173.00	\$0.00	\$173.00	2.7%
Permit Fee - Inflatable Pool	each	N	\$ 168.50	\$ 173.00	\$0.00	\$173.00	2.7%
Permit Fee - In Ground Pool	each	N	\$ 168.50	\$ 173.00	\$0.00	\$173.00	2.7%
Permit Fee - Ponds	each	N	\$ 168.50	\$ 173.00	\$0.00	\$173.00	2.7%

**TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE F**

Department: Legislative Services- General Fees

Effective Date: Jan 1, 2019

Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	Increase
SIGNS							
Sign By-law Exemption Fee	each	N	\$ 173.50	\$ 178.00	\$0.00	\$178.00	2.6%
Ground Sign	each	N	\$ 445.00	\$ 457.00	\$0.00	\$457.00	2.7%
Fascia Sign	each	N	\$ 445.00	\$ 457.00	\$0.00	\$457.00	2.7%
Mural Sign	each	N	\$ 445.00	\$ 457.00	\$0.00	\$457.00	2.7%
Projecting Sign	each	N	\$ 445.00	\$ 457.00	\$0.00	\$457.00	2.7%
Construction Information Sign	each	N	\$ 445.00	\$ 457.00	\$0.00	\$457.00	2.7%
Hoarding Sign	each	N	\$ 445.00	\$ 457.00	\$0.00	\$457.00	2.7%
New Home Development Sign	each	N	\$ 112.00	\$ 115.00	\$0.00	\$115.00	2.7%
Development Sign	each	N	\$ 445.00	\$ 457.00	\$0.00	\$457.00	2.7%
Subdivision Development Sign	each	N	New	\$ 457.00	\$0.00	\$457.00	0.0%
Portable Sign	each	N	\$ 112.00	\$ 115.00	\$0.00	\$115.00	2.7%
Mobile Sign	each	N	\$ 112.00	\$ 115.00	\$0.00	\$115.00	2.7%
Inflatable Sign	each	N	\$ 445.00	\$ 457.00	\$0.00	\$457.00	2.7%
Banner Sign	each	N	\$ 112.00	\$ 115.00	\$0.00	\$115.00	2.7%
Election Sign Permit Fee	each	N	\$ 250.00	\$ 250.00	\$0.00	\$250.00	0.0%
Election Sign Removal	per sign	N	\$ 25.00	\$ 25.00	\$0.00	\$25.00	0.0%
Billboard Sign	each	N	\$ 1,672.00	\$ 1,719.00	\$0.00	\$1,719.00	2.8%
Billboard Sign Renewal	every 5 years	N	\$ 558.00	\$ 574.00	\$0.00	\$574.00	2.9%
Variance Fee - Staff Review	per review	N	\$ 279.00	\$ 287.00	\$0.00	\$287.00	2.9%
Variance Fee - Committee	per review	N	\$ 558.00	\$ 574.00	\$0.00	\$574.00	2.9%
Sign Removal	each	N	\$ 168.00	\$ 173.00	\$0.00	\$173.00	3.0%
Lens Replacement	each	N	\$ 222.00	\$ 228.00	\$0.00	\$228.00	2.7%

**TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE F**

Department: Legislative Services- General Fees

Effective Date: Jan 1, 2019

Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	Increase
Sign Fees for Yonge St. until December 31, 2019							
Ground Sign	each	N	\$ 150.00	\$ 150.00	\$0.00	\$150.00	0.0%
Fascia Sign	each	N	\$ 150.00	\$ 150.00	\$0.00	\$150.00	0.0%
Mural Sign	each	N	\$ 400.00	\$ 400.00	\$0.00	\$400.00	0.0%
Projecting Sign	each	N	\$ 150.00	\$ 150.00	\$0.00	\$150.00	0.0%
Construction Information Sign	each	N	\$ 150.00	\$ 150.00	\$0.00	\$150.00	0.0%
Hoarding Sign	each	N	\$ 400.00	\$ 400.00	\$0.00	\$400.00	0.0%
New Home Development Sign	each	N	\$ 80.00	\$ 80.00	\$0.00	\$80.00	0.0%
Portable Sign	each	N	\$ 80.00	\$ 80.00	\$0.00	\$80.00	0.0%
Mobile Sign	each	N	\$ 80.00	\$ 80.00	\$0.00	\$80.00	0.0%
Inflatable Sign	each	N	\$ 150.00	\$ 150.00	\$0.00	\$150.00	0.0%
Banner Sign	each	N	\$ 100.00	\$ 100.00	\$0.00	\$100.00	0.0%
Billboard Sign	each	N	\$ 1,500.00	\$ 1,500.00	\$0.00	\$1,500.00	0.0%
Billboard Sign Renewal	every 5 years	N	\$ 500.00	\$ 500.00	\$0.00	\$500.00	0.0%
Variance Fee - Staff Review	per review	N	\$ 250.00	\$ 250.00	\$0.00	\$250.00	0.0%
Variance Fee - Committee	per review	N	\$ 500.00	\$ 500.00	\$0.00	\$500.00	0.0%
Sign Removal	each	N	\$ 150.00	\$ 150.00	\$0.00	\$150.00	0.0%
Commissioning of Documents (except foreign pensions)	per document	Y	\$ 20.00	\$ 20.00	\$2.60	\$22.60	0.0%
Certification of Town Documents	per document	Y	\$ 5.00	\$ 5.00	\$0.58	\$5.58	0.0%

**TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE F**

Department: Legislative Services- General Fees

Effective Date: Jan 1, 2019

Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	Increase
PARKING ENFORCEMENT							
Parking Enforcement Private Special Events (minimum 3 hours)	per hour	N	\$ 51.00	\$ 52.00	\$0.00	\$52.00	2.0%
Parking Enforcement Charities & Non-Profit Organizations (minimum 3 hours)	per hour	N	\$ 36.00	\$ 37.00	\$0.00	\$37.00	2.8%
Parking Enforcement Filming (minimum 3 hours)	per hour	N	\$ 61.00	\$ 63.00	\$0.00	\$63.00	3.3%
PARKING EXEMPTIONS							
Parking Exemption - 24 - hour period		N	New	\$ 5.00	\$0.00	\$5.00	0.0%
Parking Exemption - 5 - day period		N	New	\$ 15.00	\$0.00	\$15.00	0.0%
FILMING PERMIT							
Administration Fee		N	\$ 125.00	\$ 129.00	\$0.00	\$129.00	3.2%
Film Permit Fee	each	N	\$ 425.00	\$ 437.00	\$0.00	\$437.00	2.8%
Administration Fee - private property		N	\$ 145.00	\$ 149.00	\$0.00	\$149.00	2.8%
Municipal Property Fee	if applicable	N	\$ 265.00	\$ 272.00	\$0.00	\$272.00	2.6%
Contribution to Main Street District BIA if filming within designated BIA		N	\$ 1,000.00	\$ 1,000.00	\$0.00	\$1,000.00	0.0%
Security Deposit - No Special Effects	each	N	\$ 1,500.00	\$ 1,500.00	\$0.00	\$1,500.00	0.0%
Security Deposit - Minor Special Effects	each	N	\$ 5,000.00	\$ 5,000.00	\$0.00	\$5,000.00	0.0%
Security Deposit - Special Effects	each	N	\$ 20,000.00	\$ 20,000.00	\$0.00	\$20,000.00	0.0%

**TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE F**

Department: Legislative Services- General Fees

Effective Date: Jan 1, 2019

Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	Increase
REGISTRATION OF ACCESSORY DWELLING UNITS							
Application (Non-refundable)	each	N	\$ 250.00	\$ 250.00	\$0.00	\$250.00	0.0%
Lost identification plate	each	N	\$ 10.00	\$ 10.00	\$0.00	\$10.00	0.0%
Registration Letter (Resale)	each	N	New	\$ 20.00	\$0.00	\$20.00	0.0%
Accessory Dwelling Unit Appeal	each	N	\$ 100.00	\$ 100.00	\$0.00	\$100.00	0.0%
FENCE VIEWING							
Administration Fee		N	\$ 250.00	\$ 250.00	\$0.00	\$250.00	0.0%
Fence Viewer's Inspection Fee	per person	N	\$ 50.00	\$ 50.00	\$0.00	\$50.00	0.0%
MARRIAGES							
Marriage Licence	each licence	N	\$ 143.00	\$ 147.00	\$0.00	\$147.00	2.8%
Civil Marriage Solemnization Service Fee	per service	Y	\$ 434.00	\$ 446.00	\$57.98	\$503.98	2.8%
Witness Fee	per person	Y	\$ 55.00	\$ 57.00	\$7.41	\$64.41	3.6%
Rehearsal Fee for offsite	per service	Y	\$ 82.00	\$ 85.00	\$11.05	\$96.05	3.7%
Marriage Licence/Cermony package	per service	Y	\$ 526.00	\$ 540.00	\$70.20	\$610.20	2.7%
Recording/Videotaping a ceremony or celebration	per service	Y	\$ 25.00	\$25.00	\$3.25	\$28.25	0.0%
Renewal of vows celebration package	per service	Y	\$ 434.00	\$446.00	\$57.98	\$503.98	2.8%
Administration fee to be charged for change of wedding/celebration date within 7 days		Y	\$ 28.00	\$ 29.00	\$3.77	\$32.77	3.6%
Adminstration fee to be charged for cancellation before consultation		Y	\$ 54.00	\$ 56.00	\$7.28	\$63.28	3.7%
Administration fee to be charged for cancellation after consultation		Y	\$ 163.00	\$ 168.00	\$21.84	\$189.84	3.1%

**TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE F**

Department: Legislative Services- General Fees

Effective Date: Jan 1, 2019

Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	Increase
Cancellation of ceremony the day of/no show		Y	New	\$ 446.00	\$57.98	\$503.98	0.0%
Cancellation of witnesses		Y	New	\$ 50.00	\$6.50	\$56.50	0.0%

**TOWN OF NEWMARKET
2019 USER FEES
SCHEDULE F**

Department: Legislative Services- General Fees

Effective Date: Jan 1, 2019

Note: Shaded areas indicate fees regulated or established by either Provincial legislation or third party.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2018 FEE BEFORE TAXES	2019 FEE BEFORE TAXES	HST AMOUNT	TOTAL FEE	Increase
LOTTERY LICENCES							
Bingo	% from OLG	N				% from OLG	
Nevada	3% of the prize value	N				3% of the prize value	
Raffle	3% of the prize value	N				3% of the prize value	
ELECTION CANDIDATE NOMINATIONS							
	Mayor	N	\$ 200.00		\$0.00	\$200.00	-100.0%
	Regional Councillor	N	\$ 100.00		\$0.00	\$100.00	-100.0%
	Councillor	N	\$ 100.00		\$0.00	\$100.00	-100.0%
FREEDOM OF INFORMATION							
Application	each	N	\$ 5.00		\$0.00	\$5.00	-100.0%
Photo Copies	per page	N	\$ 0.20		\$0.00	\$0.20	-100.0%
Disks	per disk	N	\$ 10.00		\$0.00	\$10.00	-100.0%
Manually Searching Records \$7.50 per ¼ hour	per hour	N	\$ 30.00		\$0.00	\$30.00	-100.0%
Preparation of Record of Disclosure	per hour	N	\$ 30.00		\$0.00	\$30.00	-100.0%
Developing a Computer Program \$15.00 per ¼ hour	per hour	N	\$ 60.00		\$0.00	\$60.00	-100.0%



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2019 Budget Process & Target Staff Report

Report Number: 2018-85

Department(s): Financial Services

Author(s): Mike Mayes, Director of Financial Services, Treasurer

Meeting Date: December 10, 2018

Recommendations

1. That the report entitled 2019 Budget Process & Target dated November 19, 2018 be received; and,
2. That the proposed budget schedule with a target budget adoption date of March 4, 2019 be approved; and,
3. That the proposed public engagement plan for the budget be adopted; and,
4. That Council set targets for the 2019 budget based on the recommended structure.

Executive Summary

This report includes the following information:

- **Budget Schedule** – schedule that staff will work with. The formal recommendation is being made to the new Council at a Special Committee of the Whole meeting on December 10.
- **Budget Structure and Targets** –Town's process of segregating the budget into components, each of which will have a target established by Council.
- **Public Engagement** (Consultation) – what is being considered for the second phase of engagement for the 2019 budget.

Purpose

The purpose of this report is to secure Council's approval of the schedule, process and targets for the 2019 budget.

Background

BUDGET TARGETS

Since 2012, Council has set budget targets to limit property tax levy increases. In general, these targets have been achieved. Setting these targets early has facilitated efficient preparation of budgets to ensure that they meet Council's expectations.

As part of the 2017 budget process, it was revealed that the Town has been eroding the base budget, the net funding for core services, to meet these targets. Consequently, structural changes were recommended to the budget, which included¹:

- Excluding enhancements and extraordinary items from the base budget, i.e. providing separate funding
- Matching growth revenues with growth expenses, i.e. no more use of the growth "surplus" to buy down tax increases
- Continued use of the Consumer Price Index (CPI) to set a target for the base budget

These changes were incorporated into the 2017 and 2018 budgets. They will also form the basis for the development of a budget policy.

The 2018 budget process built upon this framework and suggested that the CPI is not a sufficient measure for the cost drivers experienced by a municipal government². It suggested using March CPI, to facilitate budget preparation, and that the target should be 0.25% to 0.50% above the CPI. The report showed that actual budget targets had averaged out to being equal to the March CPI + 0.25%. This was considered but not adopted.

Discussion

BUDGET SCHEDULE

Appendix A includes a proposed schedule for the 2019 budget process. Some of the key dates are:

- **December 10** – first interaction with the new Council. This is the opportunity to finalize the schedule, the process, and the targets for the 2019 budget. Up to that time, staff have been working with tentative guidelines.

¹ Further details can be found in Joint AC/Commissioners – Corporate Services Report – Financial Services 2016-57, 2017 Preliminary Draft Budget.

² Corporate Services Report – Financial Services 2017-12, 2018 Budget Process and Target

- **January** – the Treasurer will be available to meet one-on-one with Members of Council to discuss the budget and budget process. These individual meetings have proven to be effective in the past.
- **January 14** – the preliminary draft budgets will be presented to Committee of the Whole. This will be the first look at the operating and capital budgets.
- **March 4** – this is the target date for approval of the 2019 budget. Council may wish to extend this time for further deliberations.

BUDGET STRUCTURE AND TARGETS

The Town's budget is segregated into the following components:

- Operating Budgets
 - Tax-supported operating budgets
 - Tax-supported base operating budget
 - Central York Fire Services (CYFS)
 - Newmarket Public Library (Library)
 - Mulock Farm (new for this year)
 - Tax-supported service level enhancements
 - Tax-supported growth
 - Tax-supported Infrastructure levy
 - Extraordinary items
 - Rate-supported operating budgets
 - Water
 - Wastewater
 - Stormwater
 - Building Permits
- Capital Budgets
- Reserve and Reserve Fund Budgets

Operating Budgets

The net costs to maintain infrastructure and provide services are included in the operating budgets. These budgets are divided by level of service (base, growth, enhancement) by primary funding source (property taxes, rates), governance (CYFS, Library) and by significant impacts (Mulock Farm, extraordinary items).

Tax-supported base operating budget

The Base Budget is defined to be the net cost to maintain the Town's service levels for a stable population. This is net of ancillary revenues and efficiencies. Tax-supported operating budgets have property taxation as a primary funding source and are further divided according to governance such as CYFS and Library. The Town's budget covers all of the other municipal services, including the internal support services. This is the part of the budget that usually gets the most public attention.

Although there have been ongoing refinements to the budget and finding new efficiencies continues, the base budget will continue to be driven by inflationary pressures. The Town's base budget is being built incorporating these cost reductions and factoring in inflation. To do otherwise could result in softening of our service levels.

In accordance with policy, the October CPI will be the basis for the 2019 economic increase for salaries and wages³. As this is our major expense, it would be appropriate to build our budget around the October CPI as much as possible.

The annual increase in the Toronto CPI at the end of October was 2.7%. Converting this for municipal purposes, results in an increase in the 2.95 to 3.2% range.

For the base budget, a tax increase of 2.95% is recommended.

For 2019, a 1% tax increase will generate property tax revenues of approximately \$600,000.

Central York Fire Services (CYFS)

Fire's financial plans include completion of the 2014 Fire Department Master Plan Update and meeting increasing requirements for asset replacement. Setting aside a fixed portion of the budget for growth is being recommended.

The Joint Council Committee (JCC) for Central York Fire Services (CYFS) have approved an Asset Management Plan and 10-year financial outlook at its meeting on June 12, 2018. These documents will form the starting point for CYFS's 2019 budget requests.

The CYFS budget is a major component of the Town's budget but is subject to the Town's overarching budget considerations. The 10-year plan adopted by JCC included a base budget increase of \$425,000. However, a substantial shift in the factors for the funding allocation has reduced Newmarket's contribution to \$356,000 – a 0.59% tax increase.

The recommended base budget target for CYFS is the amount included in their 10-year financial plan, as adjusted by changes in application of the funding formula - \$356,000.

Newmarket Public Library (Library)

A preliminary budget report was presented to the Newmarket Public Library Board on May 16, 2018. Its projected an inflationary increase in the municipal grant of \$75,000.

The recommended base budget target for the Library is the amount approved by the Library Board - \$75,000.

³ subject to it being an appropriate measure relative to our comparators – Policy HR 9-03 Economic Adjustment

Mulock Farm

Due to the high profile of the supplementary levy, this is being shown in the budget as a separate component. The 2018 Supplementary Budget for the Mulock Farm included a 2.6% tax levy increase. This was sufficient to fund the operating costs of the Mulock Farm, as a passive park. No additional increase is required for 2019 as additional costs will be offset by increased revenue availability.

	2018 Budget	2019 Budget	Net change
Debt servicing	\$ 1,460,000	\$ 1,460,000	\$ 0
Property maintenance	100,000	350,000	250,000
Revenue – parkland dedication	- 100,000	- 100,000	0
Revenue – assessment growth	0	- 250,000	-250,000
Total	\$ 1,460,000	\$ 1,460,000	\$ 0

No increase is recommended for the Mulock Farm levy in 2019.

Tax-supported service level enhancements

Enhancements are the cost of increases to service levels. They are documented on Decision Package forms. The rate-supported and separate governance budgets can also have enhancements.

There is no room in the base budget and no separate provision in the tax-supported budget for enhancements. The emphasis is on maintaining existing service levels. This should not be an issue for 2019 as the theme for this year will be to pause and plan for the future.

No service level enhancements are recommended to be included in the 2019 budget.

This may be changed as Council moves through the budget process but sets a reasonable starting point.

Tax-supported growth

Growth includes the additional net cost to maintain the existing level of service for a growing community. It includes both expenses and revenues. Growth revenues are revenues earned from increases in the population. The most visible is property assessment growth – incremental property taxation revenue generated from new construction. It also includes other revenues, such as water charges to new homes.

Growth-related expenses are the incremental expenses necessary to maintain service levels for a growing population.

The Town has started the sustainable practice of applying growth revenues only to growth expenses, and to date has been successful in limiting growth expenses to the available growth revenues.

Assessment growth for 2018 has been projected to be 1.2%. The following is the recommended allocation of tax-supported growth revenue:

Assessment growth at 1.2%	\$ 720,000
Expenses:	
2019 Operating costs for new growth-related capital approved in the 2018 budget	\$ 110,000
2019 Operating costs for new growth-related capital approved in the 2017 budget	\$ 30,000
Mulock Farm operating costs	\$ 250,000
Incremental growth (costs that increase as the Town grows, including supplies and contracted services for the maintenance of roads and other infrastructure, waste management and telecommunications)	\$ 76,000
Fire Master Plan – 2019 allocation	\$ 286,000
Reduction of Fire allocation to stay within funding envelope	(\$32,000)
Expense total	\$ 720,000

It is recommended that assessment growth revenues be applied against the growth expenses as detailed in the table above.

Tax-supported infrastructure levy

Infrastructure Levy is the change in the annual contributions to the Asset Replacement Fund (ARF). It includes both tax-supported and rate-supported contributions. The primary focus has been on the tax-supported portion, as there is a large infrastructure gap.

The Capital Financing Sustainability Strategy recommended an annual increase in the tax-supported ARF contribution equal to a 1% tax increase. This resulted in infrastructure levies in 2013 (0.84%), 2014 (0.74%), 2015 (1%), 2016 (0.80%) and 2018 (0.68%). There was no increase in 2017.

For 2019, a 1% increase equates to \$600,000. CYFS, supported by its 10-year financial plan and asset management plan has requested \$120,000 of this.

An increase of \$600,000 is recommended for the infrastructure levy (ARF contributions).

Actual use of these funds will be determined later in the budget process.

Extraordinary items

Extraordinary items are costs which would normally be included in the Base Budget but are considered separately because their magnitude would be too disruptive. These can be new regulatory requirements or substantial increases beyond normal inflation in the cost of goods and services. They can also be significant budget reductions. The practice has been to only include items that exceed normal inflationary or growth increases by \$100,000.

For 2019, the extraordinary items currently known are:

- Defending the Town's interests in terms of legal and assessment challenges, Each of these areas had requested an additional \$200,000 in 2018 (\$400,000 in total). The 2018 budget included an additional \$100,000. The remaining \$300,000 is being requested in 2019.
- A Strategy for *Bill 148, A Plan for Fair Workplaces and Better Jobs*, was developed for the 2018 budget. It was decided to transition the costs to the tax base over a 5-year period. \$280,000 was included in 2018 and another \$280,000 is proposed for 2019. Although there have been changes to the legislation which result in cost reductions, the additional funding is still needed for the measures that will remain in place.
- Waste Management had requested additional costs of \$429,108 in the 2018 budget that were categorized as extraordinary. The final approved budget used reserves to defer \$150,000 of these costs to 2019.
- Vacancy Rebate tax reductions for businesses will no longer be paid in 2019. This should result in savings of about \$100,000 per year.

The net cost of these extraordinary items is \$630,000. The preliminary draft budget will recommend how to address this.

There is no staff recommendation with regards to the extraordinary items at this time.

Additional work is required to determine if some of these costs can be covered within the base budget or if there are further opportunities for phasing.

Rate-supported budgets

Rate-supported operating budgets – water, wastewater, stormwater and building permits are all funded 100% from non-tax revenues. All but building permits have 6-year financial plans that were approved by Council in 2017. These plans will form the foundation for 2019 budget requests.

Rate Group	Revenue increase per 6-year financial plan			
	Non-growth	Growth	Total - \$	Total - %
Water	\$ 1,367,000	\$ 203,000	\$ 1,570,000	9.28%
Wastewater	\$ 493,000	\$ 247,000	\$ 740,000	3.59%
Stormwater	\$ 218,000		\$ 218,000	11.8%

Water and Wastewater revenues will include the 3rd phase of the implementation of tiered water rates and a combined 5.1% increase in volumetric rates. Non-growth, i.e. revenues from current users, cover cost increases for the existing level of service (base), enhancements (if any), and increases in contributions to the rate-supported Asset Replacement Funds.

Growth is projected to be 1.2% of 2018 revenues. No provision has been made for Stormwater due to the difficulty in differentiating between base and growth at this time.

It is recommended that the approved 2017 6-year financial plans be used to set the 2019 targets for the water, wastewater and stormwater budgets.

Building Permits do not have a multi-year plan but do have a substantial reserve fund. No budgeting challenges are anticipated in this area.

It is recommended that any increases in the Building permit rate group be funded from its reserve fund.

Capital budget

This budget includes the purchase and financing of Tangible Capital Assets (TCA) for infrastructure, land, buildings, machinery, equipment and other items that provide long-term benefits; and of major corporate studies such as the Official Plan and the Development Charges Background Study.

The capital budget will continue to be separated according to major funding source. The capital requests will be subject to availability of funding.

Capital category	Main funding source	Availability of funding
Replacement	Asset Replacement Fund (ARF)	Limited to the uncommitted portion in the consolidated balance of all Asset Replacement Funds.
Growth	Development Charges (DC's)	Subject to inclusion in the 2014 Development Charges Background Study, and having sufficient funding for the non-growth or exempt portion if any. ⁴
Other	General revenues and reserves funds as appropriate	There is an annual provision in the operating budget and there are unallocated amounts in the general reserves for capital.

It is recommended that the capital budget remain within the available funding envelope.

The funding envelopes are defined as shown in the above table with the following clarifications:

- A multi-year funding envelope is appropriate if there is a Council-approved multi-year financial plan for capital such as an Asset Management Plan or a DC Background Study.
- Although not required by policy, rate-supported capital should be limited to the availability of the relevant rate-supported funding. This ensures sustainability.

Reserve and Reserve Fund Budgets

Generally, contributions to and from Reserve Funds are derived from the Operating and Capital Budgets. Contributions to and from Reserves tend to be in response to operational surpluses or deficits, but some transfers may be included in the operating and capital budgets as well.

Because of the dependence upon the other budgets, the Reserve and Reserve Fund Budgets are not compiled until after the Operating and Capital Budgets have been approved.

⁴ DC's cannot fund 100% of a project if some of it is deemed to be benefiting existing (and not just new) users, and/or if there is a statutory 10% reduction.

Conclusion

Next Steps:

The Treasurer will be available to meet one-on-one with Members of Council. The Community Engagement process will begin and additional budget information will be provided to Council. The preliminary draft budgets will be presented on January 14, 2019 at a Committee of the Whole meeting. Budget approval is targeted for March 4, 2019.

Staff will be finalizing their 2019 budget requests based upon the targets set by Council as outlined in this report.

Business Plan and Strategic Plan Linkages

This report links to Newmarket's key strategic directions in being Well Managed through fiscal responsibility.

Consultation

Phase one engagement for the 2019 budget:

Phase One of public engagement focused on education around our overall budget process. Content related to the Supplementary Budget and financing for the Mulock Estate was also included in budget-related items.

Public education for Phase One ran from late August to the end of November 2018. Throughout the campaign, the focus of the budget - *ensuring we meet the needs of our community now and in the future* – was communicated, and a theme of “building our budget” emerged.

The objectives of Phase One engagement were to show residents how we “build our budget” (the budget process); and to provide them with a greater understanding of where their tax dollars go. This was achieved by:

- Providing a breakdown of the regional, local municipal and school board portions of a tax bill in primary communications tactics; and
- Including an explanation of the services the Town provides and the net costs associated with those services (based on the average assessed home in Newmarket in 2018) in primary communications.

The explanation of services and fees was the focus of our 2019 budget game – “Put your money where it matters.” A new version of the “Put your Money where it matters” game was launched under the “building the budget” theme. The game was played by residents at events including the Newmarket Farmers' Market, the CYFS Newmarket Open House and the Princess and Superhero Party. An incentive offering a chance to win one prize of

\$100 “Newmarket Bucks” to use toward any Town fee or program was also included as part of the promotion. **A total of 324 people participated in the game during the events.**

The game asked residents to choose their top three service priorities by taking three Lego-like blocks and allocating them into buckets which represented the different services provided by the Town (By-laws and Licensing; Community Event; Facilities, Parks and Trails; Fire Services; Planning and Development; Public Library; Roads, Bridges and Sidewalks; and Waste management). Residents could also choose to take just one block and put it into a bucket labelled “Satisfied with all Services equally.” An online version of the game was also created, and included additional facts, stats and more information about the services provided by the Town. **As of November 26, 2018, a total of 84 participants played the game online.**

The primary goal of the game was to educate residents on which services are provided by a municipality and to give specific details on how these services support our community/ impact residents on a day-to-day basis. Participants were encouraged to provide comments on all services, on our budget process and on the game in general both online and at events. **A total of 408 people participated in the game as of November 26, 2018.**

(For engagement results and a full list of comments, please see Appendix B)

Communications tools to promote the budget process and the game included: a new dedicated webpage - Newmarket.ca/2019budget, including graphics and a link to the new game; a four-page tax insert which went to all households; postcards; 2019 budget booths at events; posters for events; printed handouts for events; print ads in the Town Page of the Newmarket Era; articles in the Newmarket Now e-newsletter; social media posts on Facebook, Twitter and Instagram; promotion on the screens and marquees at Town facilities; and Get Involved articles on the homepage of newmarket.ca

Phase Two of Community Engagement:

Phase Two of engagement will take place from December 2018 to March 2019 (when the final budget is passed). Tactics for Phase Two will include: promotion of budget meetings and links to budget presentations in the Town Page, Newmarket Now e-newsletter, Town website and social media. A media release and media relations tactics are also planned for Phase Two engagement.

These recommendations are the product of lessons learned from the 2018 and previous budget experiences. They include recommendations that have been reviewed by the Strategic Leadership Team (SLT), the Operational Leadership Team (OLT) and representatives across departments from members of the Budget Committee and the Budget Sub-committee.

This budget plan has been discussed with the Senior Leadership Team (SLT) and the Operational Leadership Team (OLT). It is consistent with past practice.

Human Resource Considerations

Not applicable to this report.

Budget Impact

A summary of the proposed budget targets:

Tax-supported budget net increase of \$2,327,000. This is a 2.95% tax increase (\$1,770,000) less \$43,000 by not increasing the Mulock Farm levy, plus a 1% infrastructure levy. This will provide an additional \$356,000 for Central York Fire Services, \$75,000 for the Newmarket Public Library, \$600,000 for Asset Replacement Fund contributions and \$1,296,000 for the Town's base budget. There is no provision for service level enhancements.

Other budgets will be limited by the funding available to them: tax-growth by assessment growth, rate-supported budgets by their revenue as projected in their 6-year plans, and capital by the availability of applicable reserve funds, Development Charges and other funding sources.

Attachments

Appendix A: Proposed Schedule for the 2019 Budget

Appendix B: Budget Game Results

Approval

Mike Mayes, CPA, CGA, DPA
Director, Financial Services/Treasurer

Esther Armchuk, LL.B
Commissioner, Corporate Services

Contact

For more information on this report, contact: Mike Mayes at 905-953-5300, ext. 2102 or via e-mail at mmayes@newmarket.ca

Proposed Schedule for the 2019 Budget



ACTIVITY	DATE	STATUS
Fees & Charges for early approval, delegated authority – Committee of the Whole	May 22, 2018	DONE
Information report outlining the 2019 budget process	June 14	DONE
Community Engagement Phase 1	June to December	DONE
Information report on Fees and Charges for early approval	August	DONE
Special Budget CoW - schedule, target and engagement plan	December 10 (morning)	In process

continued . . .



Proposed Schedule for the 2019 Budget



ACTIVITY	DATE	STATUS
Fees & Charges for approval – CoW Public Meeting	December 10, 2018	In process
Approval of fees and charges; budget schedule, target and engagement plan	December 17	
Treasurer meets one-on-one with new Members of Council	January 2019	
Community Engagement Phase 2	January to March	
Committee of the Whole Presentation – Preliminary draft budget and Community Engagement Phase 1 results	January 14 REVISED	

continued . . .



Proposed Schedule for the 2019 Budget



Activity	Date	Status
Draft budget information available to public and on website	January 21 REVISED	
Possible Special Committee of the Whole – Capital Budget and Asset Replacement Fund	January 28 REVISED	
Possible Special Committee of the Whole – Operating Budget	February 4	
Committee of the Whole regular meeting with draft budgets and Community Engagement Phase 2 results	February 25 REVISED	
Council approval of the Budget	March 4 REVISED	



Appendix B

Put your money where it matters 2019 budget game results

Participants were asked to choose their top three service priorities or indicate that they were satisfied with all services equally. The following is a breakdown of the ranking results:

Total number of participants: 408

Facilities, Parks & Trails: 22.3%
 Community Programs & Events: 15%
 Fire & Emergency Services: 13.9%
 Roads, Bridges & Sidewalks: 12.9%
 Planning & Development: 11.5%
 Public Library Services: 9.8%
 Waste Management: 7.6%
 Satisfied with all services equally: 4.4%
 By-laws & Licensing: 2.6%

Put your money where it matters 2019 budget game – Comments:

General Comments from events:

- We love Newmarket! Great initiatives over the last 15 years – well done!
- All Good
- I think Newmarket does a great job.
- Lived here my entire life. I love it!
- More Yoga classes in the downtown
- Consistent up to day info on Council decisions
- Fun and interactive
- We need more social services for marginalized people, e.g. overdose prev. site
- By-law?
- Keep us informed with communication
- Stop speeding at the top of Wm. Roe Blvd.!
- We live in a poor neighbourhood (“The Patch”) and want resources assigned to keep it looking good and feeling safer.
- Entrepreneurship program
- Create a provision for a 9 person independent economic development agency.
- A new library. Thanks for asking.
- As I age, I want to continue living in Newmarket. Therefore, I would love to see condos in the downtown core – close to parks, restaurants, hospital, train etc.
- More money spent on protecting greenspace from development, erroneous development “build” up – not out.
- Great to see you at market for our input. Please no high condos on Main Street.

- Great that you are at the market and receiving our input.
- We need calming zones on the top of Wm. Roe Blvd. due to speeding, the curve in the road and children trying to cross for St. Paul's School.
- I don't know anything about it.
- Please consider the environment, always!
- Just moved here, impressed with the downtown, well planned out, keep up with planning!
- Need to focus more \$ on accessibility, buttons on doors, access to businesses
- The construction on Yonge/Davis (VIVA) done by Region is a waste of money. Municipality needs to take a stance.
- I love the visual aid (LEGO). It's clear where public priorities lie (but it didn't influence my choices).
- Less construction
- Overall we are satisfied with our services. We are unhappy with the Davis Drive bus lanes.
- More greenspace and trails to preserve our environment!
- Planning + Development is fantastic – used to live in Richmond Hill and taught all over the place – this is the best place.
- Concerned about infrastructure to handle the 20,000 new homes north of Newmarket.
- This is a very interesting and valuable process – helping citizens understand the breakdown is important.
- Senior care in long term care home. Focus on the needs and resources.
- Would like to see a seniors centre in place at Hollingsworth, not a condo.
- Get more back to Ward 3, develop Hollingsworth lands, create and build recreational facilities hub
- Please upgrade Library services, sidewalks and please, please possible lower taxes!!
- Planning for greenspace- care of protection of buildings – already owned by Newmarket. Affordable housing – support for homeless
- Library Trails & Fire
- The Town & staff are very, very, well beyond the ordinary – Thank You
- 1. Parks & Trails 2. Waste Management 3. Community Programs & Events
- Getting more wheelchair accessibility locations
- Facilities, Parks and Trails, Community Programs and Events, Public Library
- Weekly garbage pick-up would be great for families
- Keep the community events coming; they are great family events
- Surprised how low waste management monthly contribution is
- Parks and Facilities, please
- Park for kids needed in Woodland Hills
- Better road and transportation
- Continue with Central Park idea, continue with park re-vamps for kids, splash pads...
- More splash pads, new library

- Founding more on school equipment like technical programs on schools like robotics and free recreation programs like welcome policy in Toronto for all people to be able to enjoy
- Trail, park, Dog Park near the kid's playground
- More fun public events
- I am so happy of being Newmarket resident, just I wish the public library should be improved
- Fire Service # 1, Parks & Rec # 2, Trails, yeah for New Council
- Newmarket is a great place to live
- Increase children service/ more park
- Community Program, Education needs more to support our students
- Great way to get feedback from residents
- Be more transparent and more easily accessible.
- Charging stations for electric cars? Newmarket is in the dark ages.
- Share with the community members how our money is being spent. Share with us the good news!
- Improve local park facility. Neighbourhood road driving speed slow.
- Let's keep up the good work!
- Newmarket is a fantastic town to live in.
- I love Newmarket. Wouldn't live anywhere else.
- More kids events.

Comments from the online version of the game:

By-laws & Licensing

- We are newcomers to Newmarket. It looks like a well-run town.
- I would like more street parking. I think it is terrible that I can't park on the street in a residential neighbourhood without getting a parking ticket. On my own street.
- Animal licensing for indoor pets and \$100 parking tickets are ridiculous. Aurora has a program for parking tickets where they can be waived with a donation to the local food bank.
- Seems reasonable.
- The town is great at taking money in but not in delivering on important services like licensing and by-law enforcement.
- This amount seems reasonable.

Community Programs & Events

- I use the services however don't feel they should be more robust.
- It is important for our health and well-being that we have access to fitness programs, opportunities to meet and gather with other people in the community. Our children and youth learn important skills in these programs and have the

opportunity for their first jobs. Adults and Seniors are assisted in maintaining a healthy and active lifestyle which encourages life-long learning and daily physical activity. Plus, it's fun!

- Really support and utilize most of the facilities.
- I don't have kids so this is my lowest priority.
- Events and camps not only keep kids, young adults out of trouble doing other things but helps build a community, build character and gives the ability to learn or try something new. Sometimes building friendships along the way.
- More pickle ball!
- Excellent programs and lots of options offered by Newmarket.
- Please add a fitness center at Ray Twinney Complex
- We love town programs where we can meet members of our community and enhance our family wellbeing!
- This should be folded into facilities, parks and trails with the cost of these programs being covered by the enrolment fee of participants.
- I would like to see a YMCA come to Newmarket. The approach to membership and drop-in is far more accessible to all income levels and needs than the current recreational offerings.
- Absolutely the service that is most utilized by our family. Helps to build a tight knit community and gets everyone involved.
- Community Services need more accessible hours for older clientele and those with limited health. I think it is assumed that everyone is 'not working' and thus the hours of availability are always 9-11am it seems.
- Raising a family is one of the reasons my family moved to Newmarket. We gave up an abundance of community programs to gain space, parks and a slower pace of life. Having these things available are important to me wife and I.

Facilities, Parks & Trails

- We need to keep our trails and playgrounds in great shape so families can enjoy an active outside lifestyle.
- I think these services are adequate
- More connectivity is required for some existing subdivisions to the trails system.
- The Tom Taylor Trail is a fantastic way to get from the north to the south end of town. I'd like to see more north-south and east-west routes making a grid through the town, so someone on the east end doesn't have to travel a long way to get to the central path. I walk all over town and the thing that I've noticed is a lack of garbage/recycling along walking trails/sidewalks. I will often pick up garbage/recycling that I see on the side of the road with the intent of dropping it in a bin when I see one. If you did this you'd quickly notice just how few there are! (This would also stop people from throwing their garbage on the road.)
- We use these often. My children love learning about the animals along the trails as well my son has met some wonderful peers and staff who have helped counsel him at the youth skate park.

- Newmarket has a good balance of recreational services. This funding is appropriate.
- We do not need any more splash pads!
- Can you add more mountain biking trails?
- Try to save and maintain the open spaces along Davis Drive and turn them into inviting public spaces. Do NOT let the developers get a hold of those lands. We need at least a bit of open space along this road.
- Enough with the splash pads! We need more for youth over the age of 12. Eventually all those kids using splash pads will outgrow them, and then what will they do? Plus, there are 9-10 months of the year these aren't usable.
- In the Clifford Perry Place neighbourhood in Newmarket.....we need a paved trail at the very least. A park would be even better.
- We have no play structure in the Clifford Perry/Woodland Hills neighbourhood even though there are a ton of kids. It's made worse by the fact that our neighbourhood is so secluded from the rest of the surrounding ones - parks are only accessible by car vs. being able to walk or bike.
- This area is a Top Priority. We need: - A park in the Clifford Perry Place neighborhood - Safer/more accessible trails that will connect our neighbourhood to the rest of Newmarket by bike and foot (not just cars). - Safer sidewalk/barrier from road on Bathurst between Clifford Perry Place and Davis Drive. Currently, the sidewalk is right next to busy Bathurst and only separated from the road by a low metal guard rail. This is not a safe place to ride bikes or walk with our kids to the closest park which is at Bathurst and Davis. We need a park that our kids can walk to safely. In other notes: We love the Magna centre and all the other facilities in our community! We use these facilities on a regular basis. We are proud to host other communities in our excellent facilities. As a busy family with three growing children, we look forward to seeing more facilities, particularly in the north west/Woodland Hills corner of town.
- Trails, parks and community facilities are essential for a healthy environment for all town residents.
- Love the start of parallel bike lanes with sidewalks being built along Eagle and up near COSTCO. Keep up the great work! Also love the development of the Mulock farm property.
- Trees, green space and natural areas are vital to protect our precious air, land and water. Please continue planting trees to help fight climate change and increase the health of our community. Shade is hugely needed around soccer fields for families, and natural areas to keep corridors for biodiversity I.e. pollinators, birds, wildlife and much more. Thank you for what you do already.
- Newmarket's north/south Trail system is fantastic. Need to continue developing east/west systems that are pedestrian and bike friendly. The goal should be for residents to feel comfortable getting to anywhere in Newmarket by bicycle.
- Love the trails, and so do many others. I ride my bike to work daily on the trail.
- Would like to see more trees and green space (especially hiking trails that are connected across the town), but I feel like we're in a good position and heading in the right direction.

- Green space is what really separates Newmarket from other areas like Brampton, Mississauga, and Aurora who have become sprawling subdivisions. It is critical to me for quality of life and value of property to have these spaces maintained and spread out across the town.

Fire & Emergency Services

- An absolute necessity!
- Recommend that CYS consider incorporating other municipal fire departments
- This is an absurd amount of money. Literally any of the other areas would be better investments. This should be around \$15/month.
- Fire/Emergency are essential to any community, as to whether tax-payers are receiving good value, I have absolutely no idea... is the budget public?
- Suggest exploring the merger with other lower tier municipalities to evaluate potential efficiencies
- Ok.
- Ok
- Keep up the great work. The response time to calls seems good and I'm proud of how much attention has been given to training in recent years. I would like to see the fire services out at more public events and hosting more fundraisers such as a car wash, more boot drives, perhaps a bowling for the burn victim's camp. I mentioned the bowling fundraiser to a few firefighters. My background is in corporate communications and I have ample experience in fundraising and event planning. My husband is also a firefighter with CYFS. If you like this idea and would like someone to spearhead the project, please ask. I'm happy to take the lead on an event such as this.

Planning & Development Services

- Support the urban centres secondary plan and privately owned parks
- If it weren't for this department, things would be thrown on the map haphazardly. What we're sorely lacking are gas stations or banks anywhere in the middle of town (everything is on the perimeter). It would also be awesome if we weren't developing every splinter of land for housing that few can afford. Where are the starter homes for people who've never owned a place before?
- - A park in the Clifford Perry Place neighborhood - Safer/more accessible trails that will connect our neighbourhood to the rest of Newmarket by bike and foot (not just cars).
- Seems to be money poorly spent lately. Allocation of parkland and trails has been managed well but, traffic, construction projects and road closures are terrible. We have dedicated bus lanes, why are there still buses in the right lane that have to cross three lanes to get to the bus terminal?
- This is key - particularly as population grows outward from the GTA. There is such an opportunity with this area to have development get creative in its efforts to produce both sustainable and human-friendly dwellings and community areas. Some examples are easy to see in Copenhagen for example which experiences

some similar climate considerations to us. The ability for kids to have safe but fun/ healthy park areas will continue to be key as large areas of land are bought for industrial and residential use. Finally, we must not overlook that the current southern Ontario area of highest population growth is sitting on some of the best agricultural land in the province. Food protection and sustainability must be something we consider as we plan for the next generations.

- There needs to be less development in Newmarket.

Public Library Services

- There needs to be more free programs for Families and more parking available with Better hours.
- These need to become hubs where people can access technology enhanced learning.
- Do not support have another library; assess your space planning with community need.
- We have a town with a population of almost 90,000 and ONE library branch. Looking at towns of comparable size, they have more than one branch, and it definitely shows how tight our library is. So little parking that I've just abandoned my library visit on a couple occasions because I was sick of trying to find parking, and when I do go in there are books on the floor because there's no space left on the shelves. I can't believe the library isn't included in with the rest of the town facilities in the pricing breakdown outlined on this survey. By this breakdown of cost per resident, facilities gets just under \$50/month and the library gets under \$10/month. I think I found a project for the planning and development services team to focus on
- We wanted to donate a large number books, CDs and DVDs to the library, (all were in good condition and appropriate)... however were advised by the library that due to lack of space they are not always able to accept these items. Begg the question as to how much the library is able to support the community if they have insufficient space.
- I hear there is plan for a new library. I hope it gets built soon.
- High priority as it provides recreation opportunities for every socioeconomic level.
- We love the Newmarket library and the many programs provided!
- Ok, knowledge is power.
- The library is one of the most popular places in town. I love visiting the library. Seeking families and feeling like I have a safe and comfortable place to visit. Library staff are awesome.
- This is also important to me.
- Newmarket is way too big to have such a small, one-site library. Seriously! The location for the library is good, but you need to expand to a few other branches.
- Thumbs up.

Roads, Bridges & Sidewalks

- Support LID initiatives instead of stormwater management ponds and other climate change resiliency projects.
- I'll often see plows out driving around with little-to-no snow on the ground just because there's a weather advisory. I think there should be a review of the procedures that dictate when snow removal should become mobile. We're burning all that gas just to be ready for when/if the first snowflake falls.
- Resident's lawns are routinely being torn up by the sidewalk plows now being used, because the width of the plow is wider than the sidewalk. This has happened in our neighbourhood for the last 3 years. Last year mine was so bad they agreed to re-sod it in the spring (but did not come) our neighbour has lost his lawn sprinkler nozzle for the last 2 years, I could go on. These new plows are creating incremental expenses for lawns being re-sodded (assuming some actually get done) administratively the town dealing with complaints, and calls, and/or coming out to remove the damage. ALSO, the sidewalk plows often come when there is there are just a couple of cm snow, more waste of tax-payer dollars, there should be a guidelines/policy as to how much snow falls before the plow comes. My suggestion is to look for efficiencies for better use of tax payer dollars.
- We need a light at Clifford Perry and Bathurst - people are driving 100km/hr on Bathurst and its extremely dangerous getting in and out of the neighbourhood - it's also the only way out of our neighbourhood.
- For this amount of money, it should be much better than it is.
- The roads are a mess and with the onslaught of development, there is still the same number of roads which is finite not infinite. Maintaining the roads etc. is a priority for me.

Waste Management

- I would like to see a recycling program with lidded bins. The amount of waste when our recycling is blown around the neighbourhood is substantial. This is Canada wind, rain, snow are factors for most of the year.
- Satisfied with delivery of services
- I'd like for our facilities to be able to handle recycling a variety of items not currently supported. Things like Styrofoam are recyclable. Batteries and medications can be recycled at safe drop-off facilities, but some people are lazy and having roadside pickup will prevent more of these types of items from ending up in the landfill/water supply. I'd like to see more garbage/recycling options along trails and sidewalks around town. As I walk around I see a lot of garbage on the ground, and I'll pick it up with the intent of throwing it out, and I'm quick to find just how few garbage/recycling receptacles there are.
- In addition to weekly recycling really appreciate the bi-weekly yard waste program...
- Obviously an important, necessary expense but, if you think it costs \$265/week you are out of touch with reality.

- I would like to continue to see efforts to reduce packaging and waste within the region. We currently cannot recycle Styrofoam nor aluminum foil. In addition, if we truly want to start to reduce (or ban) much of the current plastic packaging, then I would like to see Newmarket challenge itself to set targets for plastic reduction (throughout its lifecycle). Something that really is bothersome is that at our recreational facilities, we have vending machines selling unhealthy foods in unsustainable packaging - let's take a small step and change this!

Satisfied with all services equally

- I don't think there needs to be improvements in the level of service just deliver the current services cost effectively
- I find the ranking nature of this survey problematic. Of course all these services are important. How are we to choose between, for example, Fire/Emergency Services, Parks/Trails, or Waste Management? Rankings like this consistently place environment (not simply defined as parks and trails) at the bottom of the list when we're forced to choose between what are imperative services (like fire/emerg), and long-term services provided by the environment via conservation. All these services must be taken together, and considered equally in the budget. I'd also like to add that Newmarket is one of few, if not the only municipality in York Region that does not have an environmental plan. No doubt rankings like this have an important role to play in that.
- Except Bylaw, and planning are lower on my priority list.
- I believe all of these services are very important and ran with efficiency. The numbers can be tweaked either direction however I do feel this is a fair distribution of my tax dollars.
- Municipal positions of government should have their pay reduced and the surplus put back into the budget.
- All of these amounts seem reasonable.



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2019 Interim Appropriations Information Staff Report

Report Number: 2018-86

Department(s): Financial Services

Author(s): Mike Mayes, Director of Financial Services

Meeting Date: December 10, 2018

Recommendations

That the report entitled 2019 Interim Appropriations dated November 19, 2018 be received for information purposes.

Purpose

Interim appropriations will be required to fund operating and capital spending in 2018 as the budgets are not scheduled to be approved until March 4, 2019. Council may even decide to delay this date for further deliberation.

Spending authority for operating expenditures is not being sought as it has been previously delegated to staff – the calculations are provided for information purposes.

Background

INTERIM APPROPRIATIONS

The Town of Newmarket's usual practice is to have operating and capital budgets approved in December, prior to the commencement of the new fiscal period. This is not possible for years when an election is held. The Municipal Act does not allow early adoption of a budget for the year following an election (Section 290 (1.1)).

The fiscal year for a municipality is the calendar year. Therefore, the 2019 budget cannot be approved prior to the start of the fiscal year.

This would normally mean that there is no spending authority until the budget is passed, however; Council has approved the Operating and Capital Financial Policy (FIN. 2-01) which provides for these circumstances and delegates authority for operational spending.

In Section C., Operating Budget Financial Controls:

6. No expenditure will be incurred until the budget for the current fiscal year has been approved by Council unless:

- a) An appropriation for a similar item existed in the previous year's Operating Budget and the expenditure does not exceed 50% of the amount appropriated in the previous year's Operating Budget;*
- b) Approval was granted by Council through a report outside the budget process;*
- c) An emergency occurred requiring expenditures and the Chief Administrative Officer approved such expenditures. Where such authorization is given, a subsequent report detailing the emergency will be prepared for Council's information by the Chief Administrative Officer.*

7. All operating expenditures in accordance with 6.above will be included in and be part of the Operating budget.

Similarly, in Section B., Capital Budget Financial Controls:

5. Until the Capital Budget has been approved by Council, no department will commence any Capital project that was not authorized in prior years unless:

- a) Approval was granted by Council through a report outside the budget process;*
- b) An emergency occurred requiring capital expenditures and the Chief Administrative Officer approved such expenditures. Where such authorization is given, a subsequent report detailing the emergency and the financing of such will be prepared for Council's information by the Chief Administrative Officer.*

Procedures for obtaining services/materials for the above will be in accordance with the Town's Purchasing By-law.

6. All capital projects in accordance with 5 above will be included in and be part of the Capital Budget.

Discussion

Authority is required to approve payments for 2019 capital spending prior to Council adoption of the 2019 budget. At this time, the budget is scheduled for approval on March 4, 2019.

INTERIM APPROPRIATIONS FOR OPERATING EXPENDITURES

The 2019 interim appropriations of \$64,743,827 for operations is 50% of the 2018 budgeted operating expenditures. This includes the operating budgets (tax and rate-supported) adopted by Council on December 4, 2017 and the supplementary budget for the purchase of the Mulock Farm adopted by Council on March 5, 2018.

	Approved 2018 expenditures	2019 appropriation
Town portion (excluding areas listed below)	\$ 63,446,921	\$ 31,723,461
Newmarket Downtown Development Business Area (BIA)	\$ 30,000	\$ 15,000
Newmarket Public Library	\$ 4,050,823	\$ 2,025,412
Central York Fire Services (Newmarket's share)	\$ 16,762,672	\$ 8,381,336
Water and Wastewater Rate Groups	\$ 39,248,453	\$ 19,624,226
Stormwater Management Rate Group	\$ 1,852,084	\$ 926,042
Building Permit Rate Group	\$ 2,536,701	\$ 1,268,350
Subtotal	\$ 127,927,654	\$ 63,963,827
Supplementary Budget – Mulock Farm	\$1,560,000	\$ 780,000
Total operating budget	\$ 129,487,654	\$ 64,743,827

In compliance with Operating and Capital Financial Policy (FIN 2-01):

- The interim expenditures will be included in the 2019 Operating budget request;
- Expenditures will be limited to items that would be included in the base budget;
- There will be no new expenditures, no enhancements or new spending prior to Council approval of the 2019 operating budget, unless specific Council approval is given.

No Interim Allocation is required for Capital Expenditures at this time.

Financial Services Report 2018-14 regarding Capital Carryovers quantified the amount of capital expenditures that have been authorized by Council but not yet expended as of the end of 2017. The carryovers for 2019 will include \$22,632,664 from 2017 and the unspent portion of the 2018 allocation of \$56,184,829.

Further approval is not required for these projects and programs.

Conclusion

Staff will have authorization to fund ongoing operations prior to the approval of the 2019 budget.

Business Plan and Strategic Plan Linkages

This report links to Newmarket's key strategic directions in being well managed through fiscal responsibility.

Consultation

The Commissions have confirmed that there are no capital projects requiring early approval.

Human Resource Considerations

Not applicable to this report.

Budget Impact

The Town's usual practice is to adopt its budget prior to the start of the fiscal year. When this has not been possible, the Town, similar to most municipalities, works within an interim appropriation. Council has approved the Operating and Capital Financial Policy (FIN 2-01), which provides for these circumstances.

All expenditures approved as part of the Interim Appropriation will be included in the 2019 operating budget requests.

Operating Budget

Expenditures will be limited to items that are included in the base budget. There will be no new expenditures, no enhancements or new spending prior to Council approval of the 2019 operating budget.

Capital Budget

Approval has been previously given by Council in previous years for specific capital expenditures. No new spending is authorized until the 2019 budget is passed.

Attachments

None.

Approval

Mike Mayes, CPA, CGA, DPA
Director, Financial Services/Treasurer

Esther Armchuk, LL.B
Commissioner, Corporate Services

Contact

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