



# Town of Newmarket

## Agenda

### Committee of the Whole

Date: Monday, January 14, 2019  
Time: 1:30 PM  
Location: Council Chambers  
Municipal Offices  
395 Mulock Drive  
Newmarket, ON L3Y 4X7

#### Pages

#### 1. Additions & Corrections to the Agenda

**Note:** Additional items are marked by an asterisk\*.

#### 2. Declarations of Pecuniary Interest

#### 3. Presentations & Recognitions

##### \*3.1 2019 Preliminary Draft Budget

1

**Note:** Mike Mayes, Town Treasurer will be in attendance to present on this matter.

#### 4. Deputations

##### 4.1 Residents of Knapton Drive - Woodland Hills

13

**Note:** Matthew Reilly will be in attendance to provide a deputation on this matter.

##### 4.2 Update - Inn from the Cold

33

**Note:** Ann Watson will be in attendance to provide a deputation on this matter.

##### \*4.3 Traffic Signage on Wayne Drive

35

**Note:** Ahmad El-Farram will be in attendance to provide a deputation on this matter.

#### 5. Consent Items

- |     |  |    |
|-----|--|----|
| 5.1 | Potential Redevelopment – 693 & 713 Davis Drive and 35 Patterson Street (Hollingsworth Arena Site)   | 39 |
|     | <ol style="list-style-type: none"> <li>1. That Report 2019-1 dated January 14, 2019 entitled “Potential Redevelopment - 693 &amp; 713 Davis Drive and 35 Patterson Street (Hollingsworth Arena Site)” be received;</li> <li>2. That staff be directed to arrange a non-statutory, developer-led Public Information Centre to share the details of the two redevelopment concepts prepared by Briarwood Homes, dated December 7, 2018, with the community; and,</li> <li>3. That staff be directed to report back to a subsequent Committee of the Whole meeting detailing the redevelopment options and feedback received at the developer-led Public Information Centre.</li> </ol> |    |
| 5.2 | Interim Control Bylaw – Established Residential Neighbourhoods   | 43 |
|     | <ol style="list-style-type: none"> <li>1. That the report entitled Interim Control Bylaw – Established Residential Neighbourhoods be received; and,</li> <li>2. That staff be directed to prepare an Interim Control By-law substantially in accordance with Option One identified in this report and the attached draft Option One By-law.</li> </ol>   |    |
| 5.3 | 292/294 Court Street - Request to remove a structure from the Municipal Register of Non-Designated Heritage Properties   | 59 |
|     | <ol style="list-style-type: none"> <li>1. That Development and Infrastructure Services/Planning and Building Services Report dated January 14, 2019 regarding 292 and 294 Court Street and the owners request to demolish the structure listed on the Municipal Register of Non-Designated Heritage Properties be received and the following recommendation(s) be adopted:</li> <li>2. That Council permit the removal of 292 and 294 Court Street from the Municipal Register of Non-Designated Heritage Properties of Interest; and,</li> <li>3. That Deborah Alexander, 72 Herefordshire Crescent, East Gwillimbury, L9N 0B6 be notified of this action.</li> </ol>               |    |
| 5.4 | Community Flag Raising   | 65 |
|     | <ol style="list-style-type: none"> <li>1. That the report entitled Community Flag Raising dated January 14, 2019 be received; and,</li> </ol>  |    |

2. That Council adopt the amended Proclamation, Lighting and Community Flag Raising Request Policy, attached as Attachment A; and,
3. That Council adopt the amended Municipal Flag Policy, attached as Attachment B; and,
4. That the Town Clerk be delegated the authority to amend the Proclamation, Lighting and Community Flag Request Policy from time to time, as required; and,
5. That Staff be directed to further review option 3 for the location of community flag raisings and report to Council in Q2 2019; and,
6. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**\*5.5 Preliminary Budget Report**

**81**

1. That the Financial Services Report dated January 14, 2019 regarding the Preliminary Draft 2019 Operating and Capital Budgets be received and subject to any further direction, staff be authorized to provide the public with details of the Preliminary Draft 2019 Tax-supported, Rate-supported Operating and Capital Budgets.

**5.6 Correspondence - Canadian Cancer Society re: Tobacco Retail Licence Fees**

**107**

The Strategic Leadership Team/Operational Leadership Team recommend:

1. That the Correspondence from the Canadian Cancer Society re: Tobacco Retail Licence Fees be referred to the Regulatory Review Workshop.

**5.7 Correspondence - Rescue Lake Simcoe Coalition re: Bill 66**

**111**

The Strategic Leadership Team/Operational Leadership Team recommend:

1. That the Correspondence from the Rescue Lake Simcoe Coalition re: Bill 66 be received for information.

**\*5.8 Clothing Donation Bins**

**115**

1. That the report entitled Clothing Donation Bins dated

January 9, 2019 be received; and,

2. That the Clothing Donation Bins By-law 2016-33 be amended in accordance with Attachment A; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

**6. Action Items**

**7. Reports by Regional Representatives**

**8. Notices of Motions**

**9. Motions**

**10. New Business**

**11. Closed Session**

That the Committee of the Whole resolve into Closed Session to discuss the following matters:

- 11.1 Local Planning Appeal Tribunal Matter - Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality as per Section 239 (2) (e) of the Municipal Act, 2001.
- 11.2 Property in Ward 5 - Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality as per Section 239 (2) (e) of the Municipal Act, 2001.

**12. Public Hearing Matter**

None.

**13. Adjournment**



# Preliminary Draft 2019 Operating and Capital Budgets

Presenter: Mike Mayes

Date: January 14, 2019



# Today's Purpose

1. The report is for information purposes only - no decisions are required at this time
2. Presentation of requested options
3. Addresses questions from December 10 Special Committee of the Whole meeting



# This Year's Theme is . . .

## *Setting the stage for an extraordinary future*

- New Council, New CAO
- Community Survey
- Mulock Farm Visioning
- Development of the Corridors
- Changing environment

This is an opportunity to pause as we collectively determine our future direction through the Strategic Priority exercise.



# Budget Challenges

## Initial Tax Increases

	Provisions	Challenges	Starting point
CYFS	\$ 425,000		\$ 425,000
Library grant	77,000		77,000
Town portion, net	1,224,000	232,000	\$ 1,456,000
	<b>\$ 1,726,000</b>	<b>\$ 232,000</b>	<b>\$ 1,958,000</b>
Infrastructure levy	585,000		585,000
Mulock Farm levy	0		0
Extraordinary items		630,000	630,000
Growth, net	0		0
	<b>\$ 2,311,000</b>	<b>\$ 862,000</b>	<b>\$ 3,173,000</b>
<b>Tax increase</b>	<b>3.95%</b>	<b>1.47%</b>	<b>5.42%</b>





# Solution to the Challenges

## Budget Reductions



	Starting point	Reductions	Preliminary draft
CYFS	\$ 425,000	\$ - 69,000	\$ 356,000
Library grant	77,000	- 2,000	75,000
Town portion, net	\$ 1,456,000	- 561,000	\$ 895,000
	<b>\$ 1,958,000</b>	<b>\$ - 632,000</b>	<b>\$ 1,326,000</b>
Infrastructure levy	585,000		585,000
Mulock Farm levy	0		0
Extraordinary items	630,000	- 230,000	400,000
	<b>\$ 3,173,000</b>	<b>\$ - 862,000</b>	<b>\$ 2,311,000</b>
<b>Tax increase</b>	<b>5.42%</b>	<b>1.47%</b>	<b>3.95%</b>



# Budget Reductions

## Town portion details

	Provisions	Challenges	Reductions	Preliminary draft
Wages and benefits	\$ 920,000		\$ - 250,000	\$ 670,000
Other expenses and revenues, net	211,000		- 219,000	- 8,000
Mandatory items	93,000	325,000	- 92,000	233,000
Enhancements	0			0
<b>Town portion, net</b>	<b>\$ 1,224,000</b>	<b>\$ 325,000</b>	<b>\$ - 561,000</b>	<b>\$ 895,000</b>



# Tax Increase Options

	Proposed	Option 1	Option 2
CYFS	0.61%	0.61%	0.61%
Library grant	0.13%	0.13%	0.13%
Town portion, net	1.53%	1.53%	1.53%
Mulock Farm levy	0.00%	0.00%	0.00%
Extraordinary items	0.68%	0.68%	0.68%
	<b>2.95%</b>	<b>2.95%</b>	<b>2.95%</b>
Infrastructure levy	1.00%	0.25%	0.04%
<b>Tax increase</b>	<b>3.95%</b>	<b>3.20%</b>	<b>2.99%</b>
<b>Impact on average residential property</b>	<b>\$ 77</b>	<b>\$ 62</b>	<b>\$ 58</b>



# Rate-supported Budgets

	Revenue increase included in 6-year plan		Rate Increase for the average residential property	
Water	\$ 1,570,000	9.28%	5.10%	\$ 59.00
Wastewater	\$ 740,000	3.59%		
Stormwater	\$ 218,000	11.80%	11.80%	\$ 4.00





# New Capital Budget Requests

Newmarket

Sources of Funding	ARF	DC's	General	Other	Total
	In \$ millions				
<b>Replacement</b>	\$ 13.6	\$ 0.2	\$ 0.2	\$ 3.3	<b>\$ 17.3</b>
<b>Growth</b>	2.1	5.6	0.4	1.2	<b>9.3</b>
<b>Other</b>	0.1		0.2	0.1	<b>0.4</b>
<b>Total</b>	<b>\$ 15.8</b>	<b>\$ 5.8</b>	<b>\$ 0.8</b>	<b>\$ 4.6</b>	<b>\$ 27.0</b>



# Summary of Budget Impact on Average Residential Property



Increase	Proposed	Option 1	Option 2
Property tax	\$ 77	\$ 62	\$ 58
Water / wastewater	59	59	59
Stormwater	4	4	4
<b>Total</b>	<b>\$ 140</b>	<b>\$ 125</b>	<b>\$ 121</b>



# 2019 Budget Schedule



Activity	Date
Budget information available to public and on website	January 21
Special Committee of the Whole – Capital Budget and Asset Replacement Fund	January 28
Special Committee of the Whole – Operating Budgets	February 4
Committee of the Whole regular meeting with draft budgets and Community Engagement Phase 2 Update	February 25
Target for Council approval of the Budget	March 4







## Deputation and Further Notice Request Form

Please complete this form to speak at a meeting of Town Council or Committee of the Whole or to receive further notification regarding an item on the agenda. If filling out by hand please print clearly.

Please email to [clerks@newmarket.ca](mailto:clerks@newmarket.ca), fax to 905-953-5100 or mail or drop off at Legislative Services Department, Town of Newmarket Municipal Offices, 395 Mulock Drive, PO Box 328, STN Main, L3Y 4X7

Name: <b>Matthew Reilly</b>	
Organization / Group/ Business represented: <b>Residents of Knapton Drive - Woodland Hills</b>	
Address: [REDACTED]	Postal Code: <b>L3X3B3</b>
Daytime Phone No: [REDACTED]	Home Phone: [REDACTED]
Email: [REDACTED]	Date of Meeting: <b>January 14th 2019</b>
Is this an item on the Agenda? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Agenda Item No:
<input checked="" type="checkbox"/> I request future notification of meetings	<input checked="" type="checkbox"/> I wish to address Council / Committee
Describe in detail the reason for the deputation and what action you will be asking Council/Committee to take (if applicable): Id like to formally present to the Committee of the Whole at the January 14th 2019 meeting. Following several presentations and requests to Transportation & Engineering Services, I would like to discuss the relocation of a stop sign to the corners of William Booth Avenue and Knapton Drive. I have previously presented documentation and a proposals to them, however in their opinion, the placement of the stop sign is not warranted. Due to the serious nature of the safety at this intereresction, it is the desire of the residents to bring forward this proposal to council.	
Do you wish to provide a written or electronic communication or background information <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please submit all materials at least 5 days before the meeting.	

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**Town Of Newmarket**  
Meeting Of The Whole  
January 14<sup>th</sup> 2019

Resident Deputation Regarding Stop Sign On William Booth Avenue



## Resident Deputation Regarding Stop Sign On William Booth Avenue

### Background

- As part of the Sundial Development of Toth Farm, William Booth Avenue has been extended to Davis Drive.
- The original development meets the new development at the intersection of Knapton Drive & William Booth.
- Knapton continues both East and West of William Booth and is a major collector road for 3 other roads:  
*(Mynden Way, Beare Trail and Osborne Family Way)*
- The developer placed a temporary stop sign at Tango Crescent (North), just South of Knapton Drive.
- Their rational was that this was done to align with the future school entrance on the East side of the site.
- The intersection of Knapton & William Booth is at the highest point in the entire subdivision. The elevation drops off in all directions from this point.

### The Concern

- Due to the physical nature of the intersection, poor sightlines, and elevations, there is a significant **right of way** issue in all directions.
- This issue did not become apparent until the road was opened to traffic, connecting William Booth to Davis Drive.
- Pedestrian, Cycling and Automobile Traffic have significant difficulty crossing or merging onto William Booth Avenue from Knapton Drive, as there is no stop sign allowing for right of way.



## Resident Deputation Regarding Stop Sign On William Booth Avenue

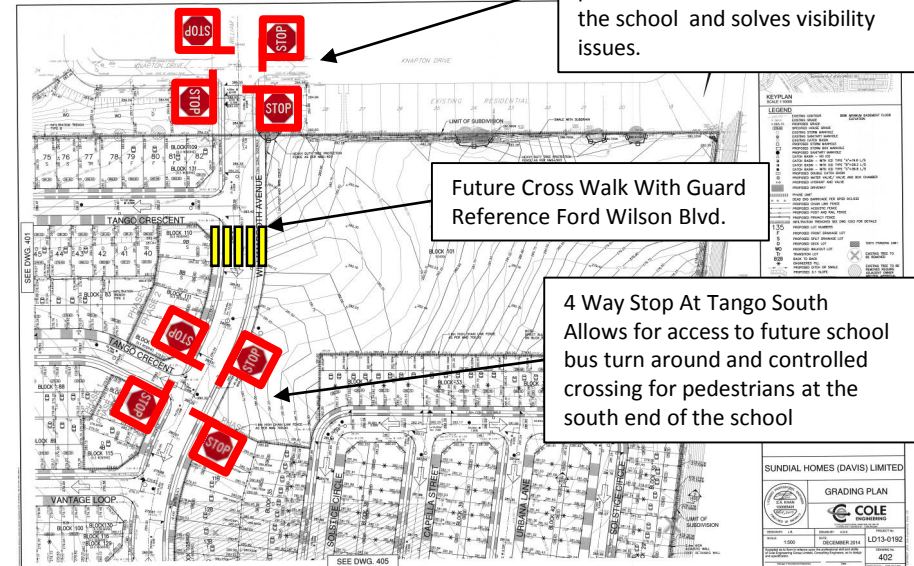
### Proposal

- To address resident concerns and improve safety, it is recommended that the temporary stop sign at Tango Crescent (North) be removed and a permanent 4 way stop sign be installed at Knapton Drive.
- Following the installations of the stop sign, the cross walks should be clearly marked with “Zebra Line Paintings” to make the intersection even more visible.
- Once the town assumes control of William Booth Avenue, a decision can be made on a second stop sign further south on the road to align with phase 2 & 3 and/or the sound end of the school should the school board decide to move forward with the project.
- This proposal will allow for clear and safe right of way for Pedestrians, Cyclists and Vehicles.

### Existing Stop Configuration





### Proposed Stop Configuration







## Resident Deputation Regarding Stop Sign On William Booth Avenue

-  Temporary Stop Sign
-  Proposed Stop Sign

### Site Plan





## Resident Deputation Regarding Stop Sign On William Booth Avenue

### Rationale

- William Booth is a wide arterial road with significant traffic.
- This traffic volume is expected to rise with future development.
- Safe right of way is required for Knapton due to the elevation, sightlines, speed, and volume concerns on William Booth.
- Although a school is planned, there is no confirmed timelines or even a draft site plan from the board.
- In Newmarket, 12 of 29 schools surveyed have access aligned with other roads.
- Of those 12, only 3 are controlled by a stop sign, and in those cases was due to the fact they align with secondary and arterial roads. There is no consensus of a best practice that would require a stop sign at the school.
- Councillor Bisanz has requested this deputation be brought forward so that it may be processed as part of the Town's Traffic Mitigation Policy.

### Conclusions

- It is requested that Council direct staff to report back on this request, taking into consideration the concerns of residents, current best practices, and future plans for the road. Should this proposal be acted on, it will greatly improve safety and overall functionality of transportation in this neighbourhood.

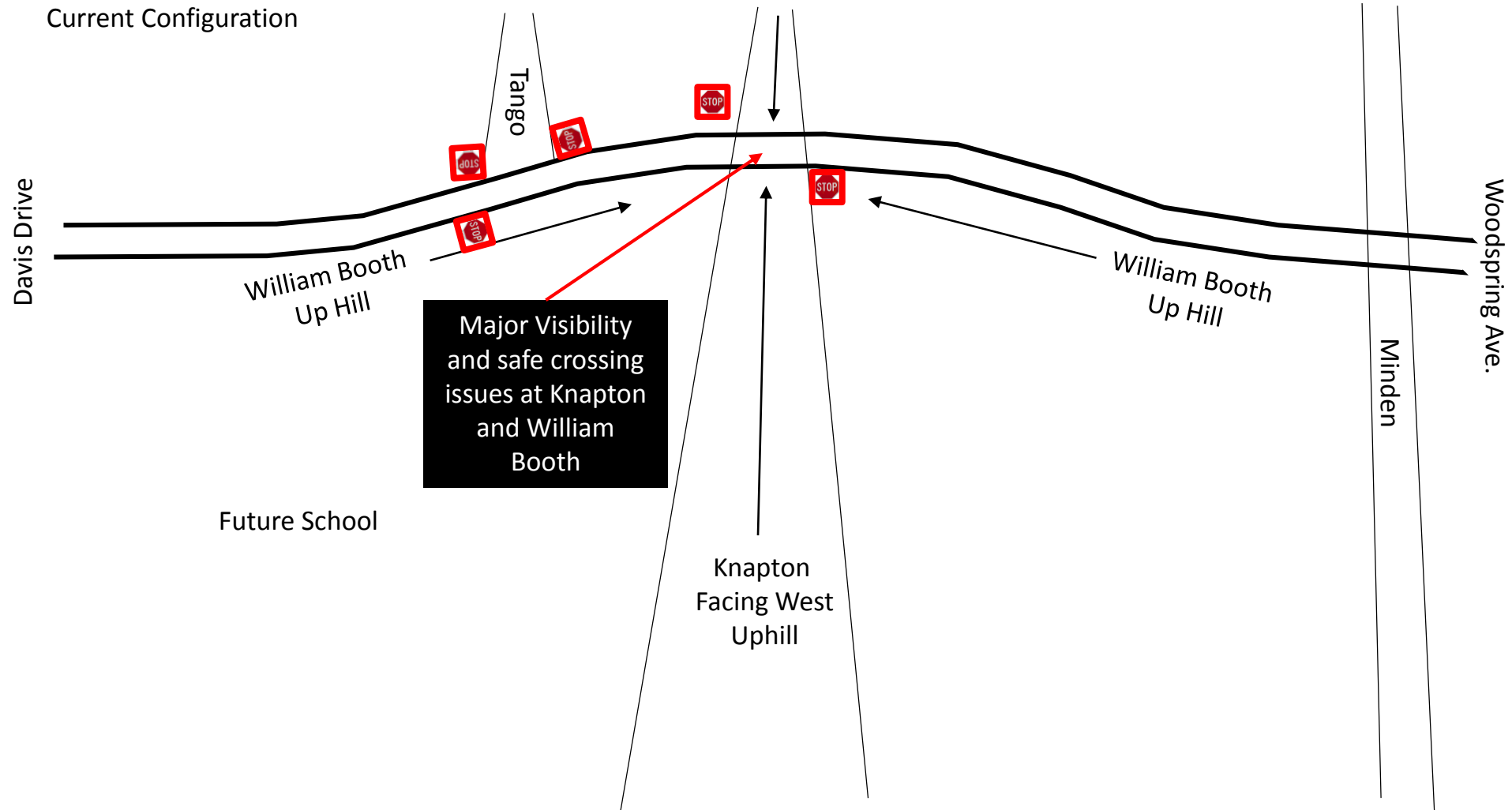
### School Intersection Best Practices

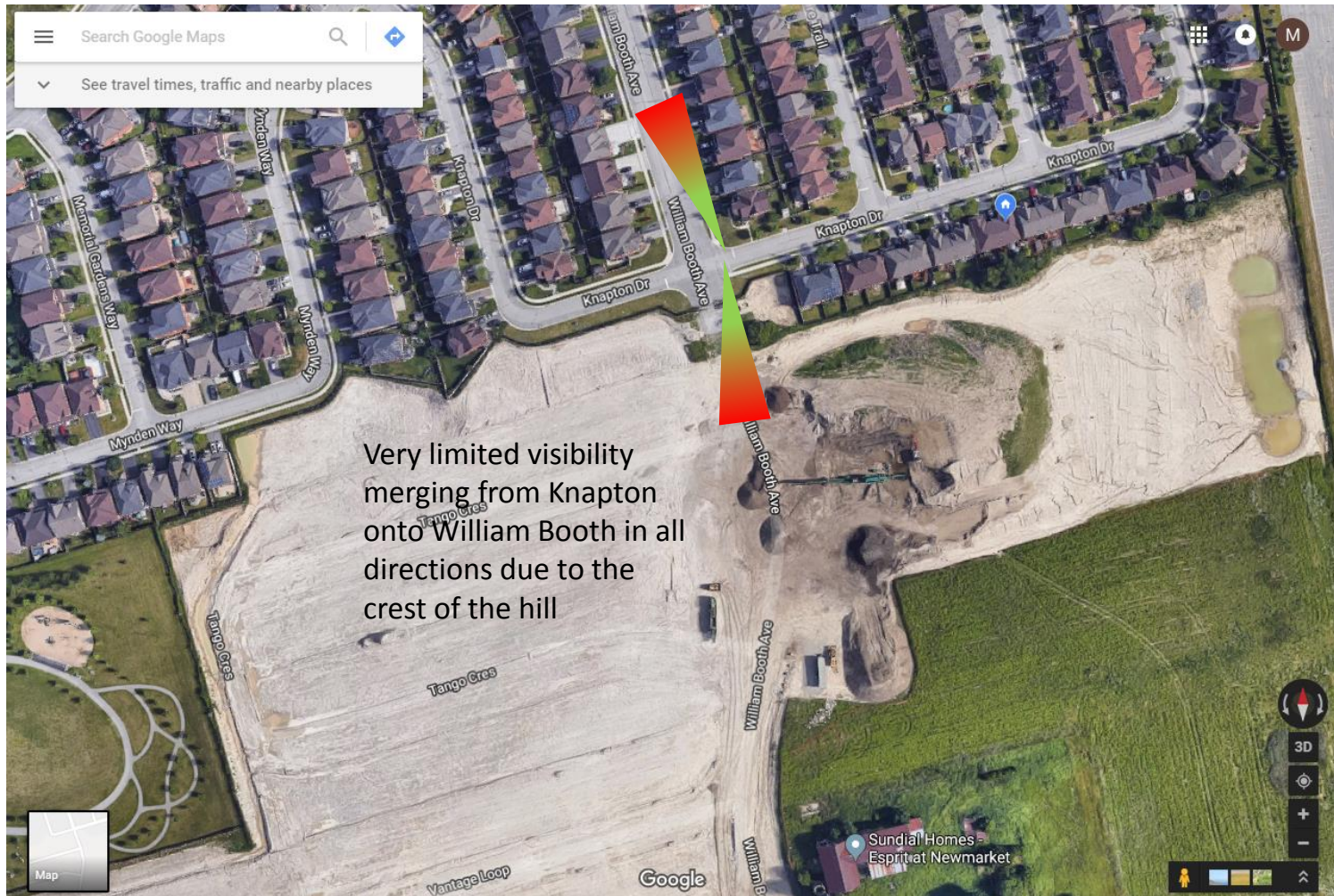
School	Aligned With Intersection	Stop Sign
Bogart	Yes	Yes
Stone Haven	Yes	Yes
Terry Fox	Yes	Yes
Alexander Muir	Yes	No
Phoebe Gilman	Yes	No
Poplar Bank	Yes	No
Maple Leaf	Yes	No
Clearmeadow	Yes	No
Sir William Mulock	Yes	No
Armitage	Yes	No
Crossland	Yes	No
Sacred Heart	Yes	No
Dr. John M Denison	No	Yes
Huron Heights	No	No
Canadian Martyrs	No	No
St. Nicholas	No	No
St. Paul	No	No
Rogers	No	No
Notre Dame	No	No
Newmarket	No	No
Price Charles	No	No
Stuart Scott	No	No
JLR Bell	No	No
Prince Charles	No	No
Meadow Brook	No	No
Glen Cedar	No	No
Denne	No	No
St Elizabet Seaton	No	No
St John Chrysostom	No	No

# APPENDIX

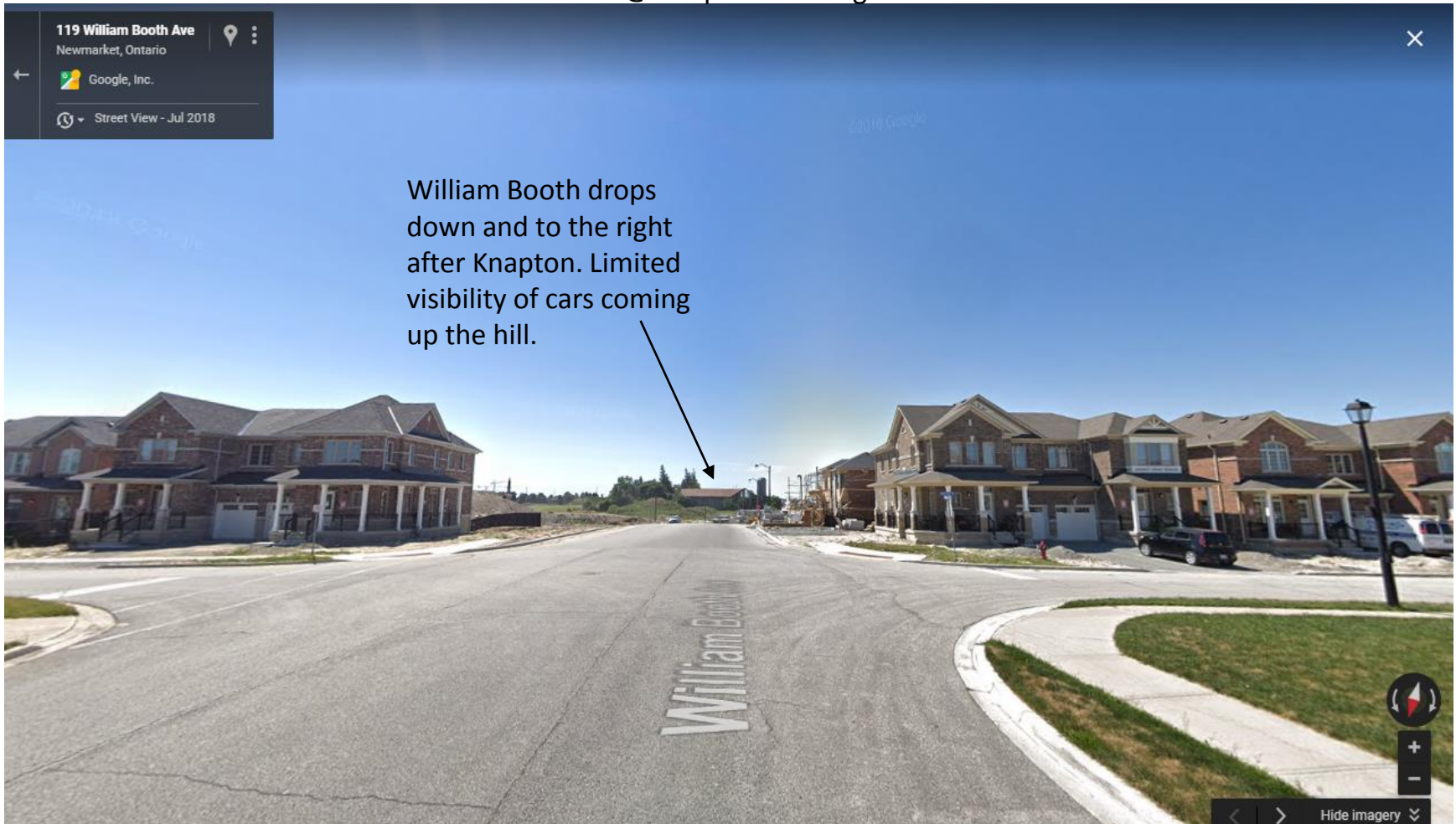


Current Configuration



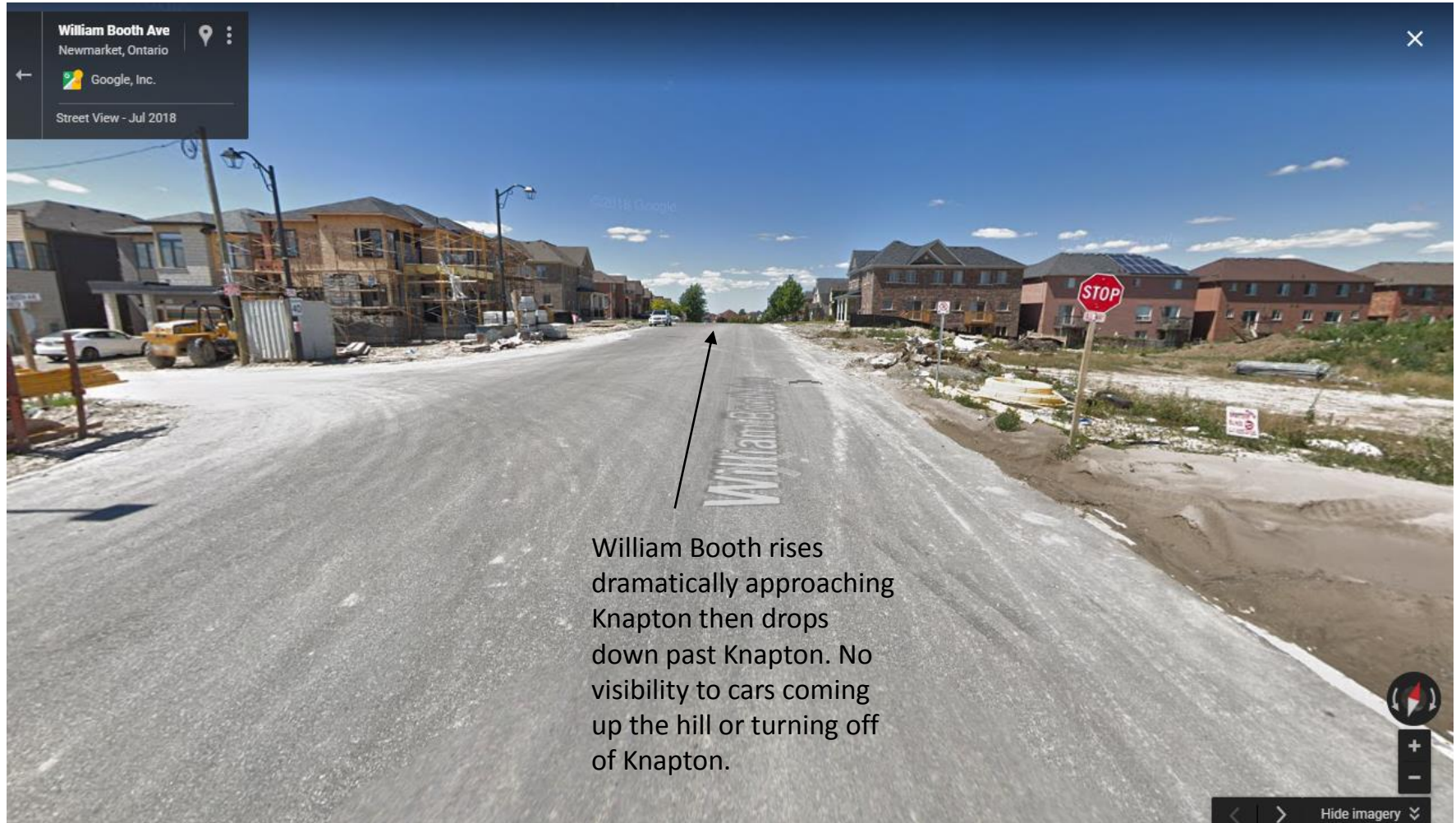


## William Booth @ Knapton – Facing South

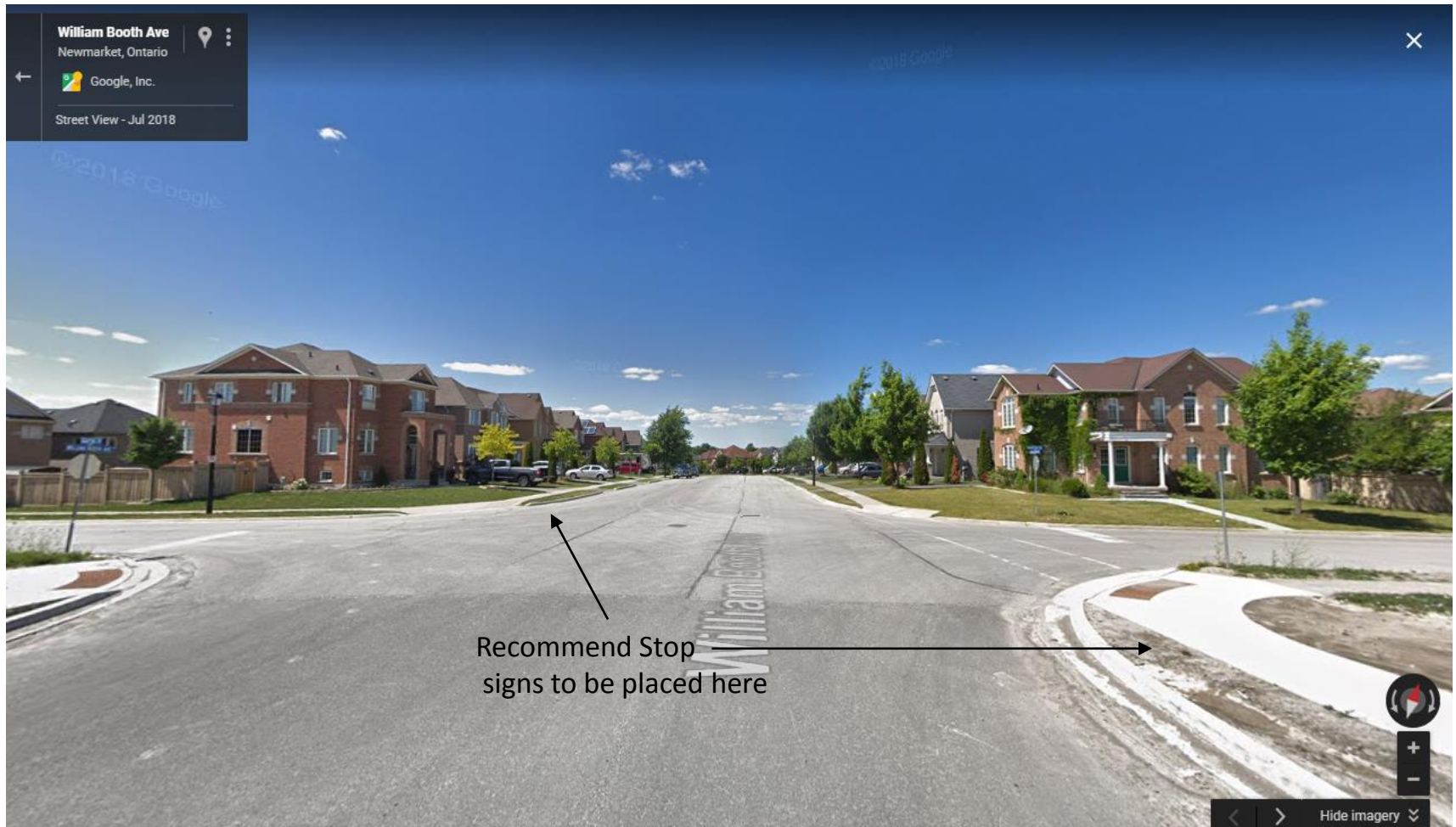




## William Booth @ Tango (north intersection) – Facing North



## William Booth @ Knapton – Facing North





## Knapton (Facing West) @ William Booth – Looking South On William Booth



## Knapton (Facing West) @ William Booth – Looking North On William Booth





# Knapton (Facing East) @ William Booth – Looking South On William Booth

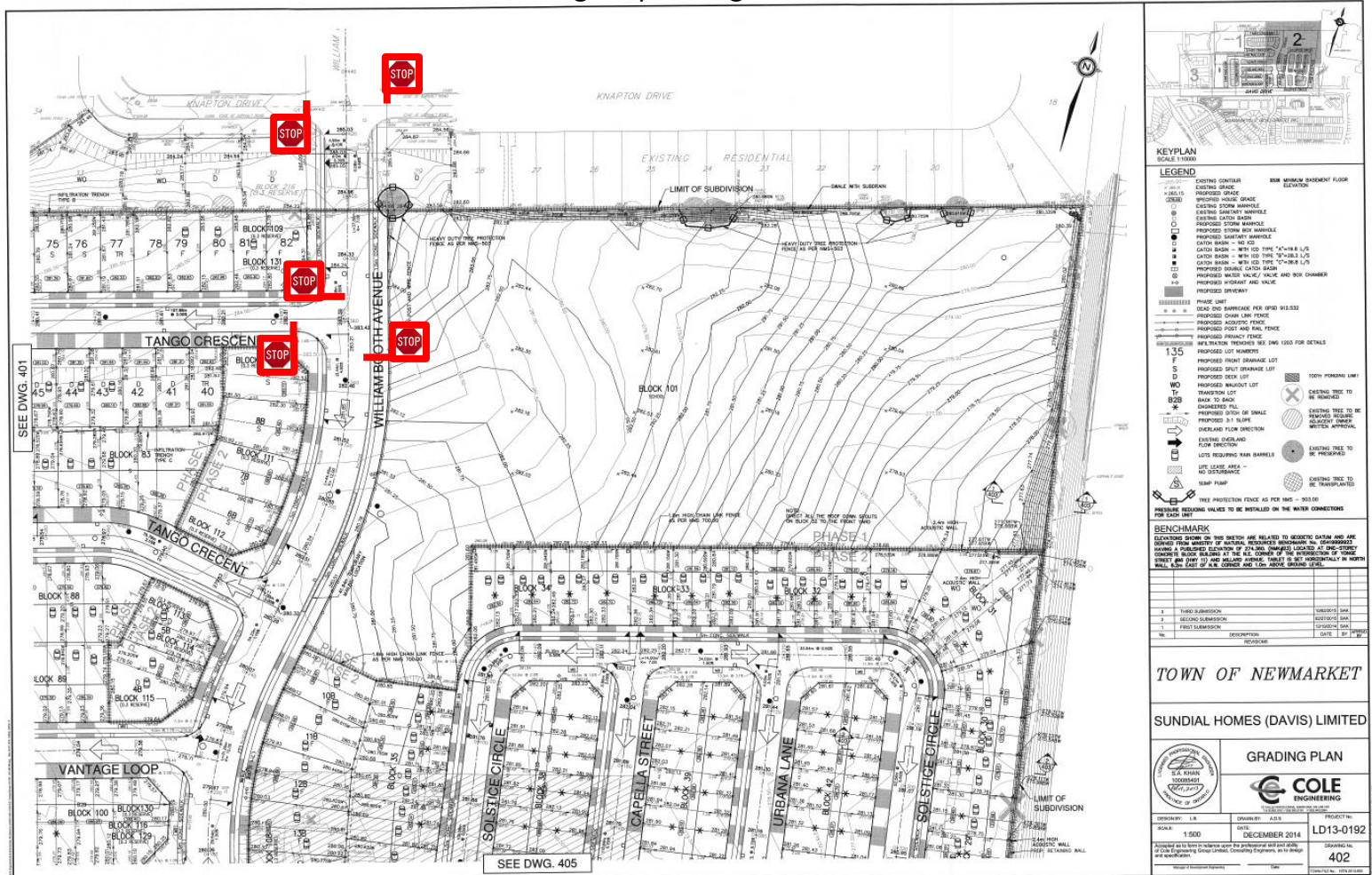




## Knapton (Facing East) @ William Booth – Looking North On William Booth



## Existing Stop Configuration



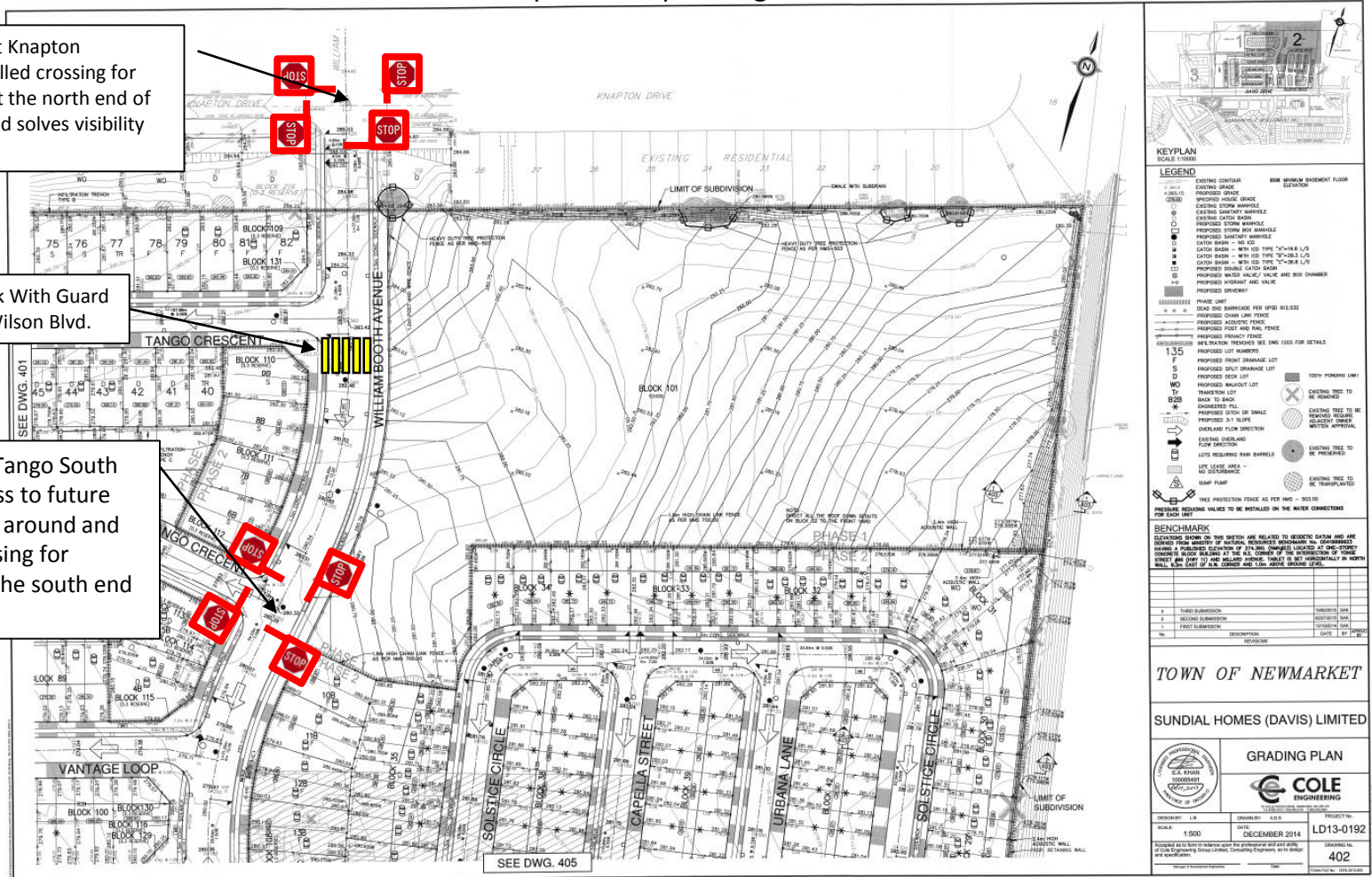


# Proposed Stop Configuration

4 Way Stop At Knapton  
Allows controlled crossing for pedestrians at the north end of the school and solves visibility issues.

Future Cross Walk With Guard  
Reference Ford Wilson Blvd.

4 Way Stop At Tango South  
Allows for access to future school bus turn around and controlled crossing for pedestrians at the south end of the school






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Name: <u>Ann Watson</u>	
Organization / Group/ Business represented: <u>Inn From the Cold.</u>	
Address: <u>510 Penrose St.</u>	Postal Code: <u>L3Y 1A2</u>
Daytime Phone No: <u>905-895-8889 x222</u>	Home Phone: 
Email: <u>annwatson@innfromthecold.ca</u>	Date of Meeting:
Is this an item on the Agenda? <input type="checkbox"/> Yes <input type="checkbox"/> No	Agenda Item No:
<input type="checkbox"/> I request future notification of meetings	<input type="checkbox"/> I wish to address Council / Committee
Describe in detail the reason for the deputation and what action you will be asking Council/Committee to take (if applicable): <u>I would like to update Council on the work of Inn From the Cold and the Coldest Night of the Year Walk for the Homeless to be held Feb. 23, 2018 in Newmarket. We will be requesting sponsorship from the Town of Newmarket to assist with our fundraising efforts.</u>	
Do you wish to provide a written or electronic communication or background information <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please submit all materials at least 5 days before the meeting.	

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Name: <b>Ahmad El-Farram</b>	
Organization / Group/ Business represented: <b>Ward 3 concerned resident and Glen Cedar PS Council Chair</b>	
Address: [REDACTED]	Postal Code: [REDACTED]
Daytime Phone No: [REDACTED]	Home Phone: [REDACTED]
Email: [REDACTED]	Date of Meeting: <b>January 14th, 2019</b>
Is this an item on the Agenda? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Agenda Item No:
<input checked="" type="checkbox"/> I request future notification of meetings	<input checked="" type="checkbox"/> I wish to address Council / Committee
Describe in detail the reason for the deputation and what action you will be asking Council/Committee to take (if applicable): I would like to express to council our safety concerns regarding traffic and street parking taking place on Wayne Drive in Ward 3 in front of Glen Cedar PS. With the support of our councilor Jane Twinney, I will be asking council for a traffic assessment as well as a request to have traffic signage changed on Wayne Drive. This includes "no stopping" signage " as well as "Kiss and Ride" signage during morning and afternoon school dropoff.	
Do you wish to provide a written or electronic communication or background information <input type="checkbox"/> Yes <input type="checkbox"/> No Please submit all materials at least 5 days before the meeting.	

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### Morning Arrivals and Departures

Families are encouraged to walk to school for Drop off in the morning and Pick up in the afternoon if possible.

#### Morning Drop Off by Car

When a student is being dropped off by car in the morning, we ask that, wherever possible, the driver of the car stays in the car, and allows the passenger(s) to get out on their own.

No students should be leaving cars from the driver side whether in the parking loop or on Wayne Drive. Students should have their lunch bags and school bags ready when being dropped off to expedite this process. Please do not place bags in the trunk.

#### Drop off When Busses are In the Parking Loop

Our Glen Cedar community has grown and we now have a great number of students arriving by bus in the morning and leaving by bus in the afternoon. When a bus is stopped in the parking loop cars are not to enter at anytime. Be mindful not to block or drive in front of busses as they enter the parking loop. Pylons will be placed to prevent entry while busses are stopped in the parking loop.



Do not attempt to enter the parking loop from the exit at anytime. This is extremely unsafe as the parking loop is designed for one way traffic only.





### **Drop off/Pick Up When Busses Leave the Parking Loop**

Pylons will be removed and drivers directed to enter the parking loop to drop off passenger(s) or to park in a properly indicated parking space once the bus leaves the parking loop. Drop off in the parking loop needs to be done quickly to avoid a back up of traffic on Wayne Drive. At no point should a driver leave their vehicle while stopped in the parking loop. If your student(s) requires assistance, especially our young students, park your car in a designated parking space before exiting the vehicle.

### **Stopping and/or Parking on Wayne Drive**

Please do not stop or park your vehicle on the south side of Wayne Dr. between Howlett Ave and Howard Rd. Doing so, will bring moving traffic on Wayne Dr. to a complete stand still if cars are already parked on the north side (school side) of the street. Plan your route accordingly. Please note that By Law Reinforcement can ticket you should your car found unattended in a no parking zone. Tickets have been known to be \$120.00



### **Safety is Everyone's Priority**

Watch Your Speed  
Be Patient  
Be Courteous  
Cooperate with Staff and Volunteers on Duty





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

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## **Potential Redevelopment – 693 & 713 Davis Drive and 35 Patterson Street (Hollingsworth Arena Site) Staff Report**

Report Number: 2019-1

Department(s): Planning & Building Services

Author(s): Adrian Cammaert

Meeting Date: January 14, 2019

### **Recommendations**

1. That Report 2019-1 dated January 14, 2019 entitled “Potential Redevelopment - 693 & 713 Davis Drive and 35 Patterson Street (Hollingsworth Arena Site)” be received;
2. That staff be directed to arrange a non-statutory, developer-led Public Information Centre to share the details of the two redevelopment concepts prepared by Briarwood Homes, dated December 7, 2018, with the community; and,
3. That staff be directed to report back to a subsequent Committee of the Whole meeting detailing the redevelopment options and feedback received at the developer-led Public Information Centre.

### **Purpose**

The purpose of this Report is to provide Council with information regarding two redevelopment concepts received for the three subject properties (693 and 713 Davis Drive, and 35 Patterson Street) and gain Council direction for staff to arrange a developer-led, non-statutory Public Information Centre (PIC).

### **Background**

Staff Report 2018-38 was presented to Committee of the Whole in June 2018. This Report introduced a redevelopment concept that was prepared by Briarwood Homes for

the properties known as 693 Davis Drive, 713 Davis Drive, as well as the Town-owned 35 Patterson Street (Hollingsworth Arena property).

At Council's direction, the developer has submitted two revised concept plans dated December 7, 2018 for presentation to the public at a developer-led Public Information Centre (PIC) to be held in early February 2019.

## **Discussion**

### **Urban Centres Secondary Plan Sets the Vision for the Properties**

The Urban Centres Secondary Plan sets out the vision for the three subject properties. This vision consists of redeveloping these properties in a more intensive, efficient urban form than what currently exists. In terms of land use, the Secondary Plan envisions a mix of uses (residential, commercial, employment, community uses, etc.) on the subject properties, an at-grade commercial frontage along Davis Drive, and a green space located along the Irwin Crescent frontage.

In terms of building height and density, the Secondary Plan envisions greater heights and densities concentrated along the Davis Drive frontage, then decreasing towards the northern parts of the site. More specifically, the Secondary Plan requires building heights that range from 2-12 storeys, and floor space indexes (FSI) that range from 1.5 to 2.5 across the three properties.

The Secondary Plan also provides for discretionary maximum height and density bonusing, applicable only to the two properties that front on Davis Drive (693 Davis Drive, 713 Davis Drive) and the southerly 21m of the Hollingsworth Arena property (35 Patterson Street). In these areas, maximum building heights can be increased to 15 storeys and maximum density can be increased to 3.0 Floor Space Index (FSI) in exchange for specified community benefit(s) that are determined as per the Town's Height and Density Bonusing Implementation Guidelines.

### **Scenario 1**

This concept is applicable to the two properties that front on Davis Drive (693 Davis Drive, 713 Davis Drive) and the southerly 21m of the Hollingsworth Arena property (35 Patterson Street).

### **Scenario 2**

This concept is a revised version of the concept presented to Council in June, 2018 (the "Initial Concept"). It is applicable to the entirety of all three properties (693 Davis Drive, 713 Davis Drive and 35 Patterson Street).

### **The Re-Development Scenarios & the Urban Centres Secondary Plan**

Generally speaking, the 'Scenario 1' and Scenario 2' concepts both satisfy the Urban Centres Secondary Plan's vision.

Potential Redevelopment – 693 & 713 Davis Drive and 35 Patterson Street

Scenario 2 does so in a more comprehensive, immediate manner whereas Scenario 1 does so by first developing the southern portion of the properties in a way that is generally consistent with the Urban Centres Secondary Plan, but does not preclude future development to occur on the remainder of the site as per the Secondary Plan. As such, both scenarios provide a reasonable foundation on which to base a formal planning application.

## **Future Concept Revisions**

It is noted that, should a formal planning application be submitted, the concepts would be subject to a full policy and zoning review. As is the typical process, this detailed planning review will likely result in further modifications to the concept.

## **Conclusion**

As noted, both concepts generally satisfy the Urban Centres Secondary Plan's vision for the three properties. As such, it is appropriate to proceed to a non-statutory, developer-led PIC where the concepts would be introduced to the public; this Report is recommending that staff arrange this PIC. The timing of this PIC would be in early February, 2019.

## **Business Plan and Strategic Plan Linkages**

Well-Equipped and Managed:

- Creating a clear vision of the future and supporting plans and strategies to guide the way.

Well-Planned and Connected:

- Planning and managing growth through long-term plans and strategies, supported by short-term action plans.

## **Consultation**

This report is recommending that a developer-led PIC be held to introduce the redevelopment concepts to the public. Should any formal redevelopment application be subsequently submitted, the statutory public consultation process as per the Planning Act would be followed (if applicable).

## **Human Resource Considerations**

None.

## **Budget Impact**

A large-scale redevelopment within the Urban Centres, such as the one contemplated, would increase the tax base and efficiently uses infrastructure, land and resources.

## **Attachments**

None.

## **Approval**

Adrian Cammaert, MCIP, RPP, CNU-A  
Senior Planner, Policy

Jason Unger, MCIP, RPP  
Assistant Director of Planning

Rick Nethery, MCIP, RPP  
Director of Planning & Building Services

Peter Noehammer, P. Eng.  
Commissioner of Development & Infrastructure Services

## **Contact**

Adrian Cammaert, Senior Policy Planner, [acammaert@newmarket.ca](mailto:acammaert@newmarket.ca)



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## **INTERIM CONTROL BYLAW – ESTABLISHED RESIDENTIAL NEIGHBOURHOODS Staff Report**

Report Number: 2019-3

Department(s): Development and Infrastructure Services/Planning and Building Services

Author(s): D. Ruggle

Meeting Date: January 14, 2019

### **Recommendations**

1. That the report entitled INTERIM CONTROL BYLAW – ESTABLISHED RESIDENTIAL NEIGHBOURHOODS be received; and,
2. That staff be directed to prepare an Interim Control By-law substantially in accordance with Option One identified in this report and the attached draft Option One By-law

### **Purpose**

The purpose of this report is to provide details on the recommended Interim Control By-law and to recommend Council direct staff to bring forward the Interim Control By-law to the next available Council meeting.

### **Background**

Council adopted the recommendations of Planning Report 2018-37 directing staff to hire a consultant to prepare Official Plan and Zoning By-law Amendments that will identify Newmarket neighbourhoods based on existing characteristics and recommend policies that are reflective of the built form to guide new infill residential dwellings and significant additions, addressing community character and compatibility. Council also directed staff to prepare an Interim Control By-law for established residential areas that would prevent the construction of non-compatible new infill dwellings and significant additions while the issue is studied.

**INTERIM CONTROL BY-LAW - ESTABLISHED RESIDENTIAL NEIGHBOURHOODS**

## Discussion

Section 38 of the Planning Act allows municipalities to pass an Interim Control By-law which puts a temporary freeze on some land uses while a municipality is studying or reviewing its policies. The Interim Control by-law can be imposed for only a year, with a maximum extension of another year. There is no ability to appeal an Interim Control By-law when it is first passed (other than the Minister of Municipal Affairs and Housing), however, an extension to a By-law may be appealed. The Planning Act provides that an Interim Control By-law remains in effect past the two-year period if the new zoning by-law which replaces the Interim Control By-law is appealed to the Local Planning Appeals Tribunal.

The Interim Control By-law is a planning tool by which the town may respond quickly to identified planning issues. Prior to enactment, Council must authorize the land use planning study to be undertaken and substantiate the planning rationale behind the Interim Control By-law. This report along with Planning Report 2018-37 is sufficient to achieve the above requirements. The scope of the planning study and the area to be subject to the By-law must be clearly identified in the Council resolution. Once the By-law is enacted, the expectation is that the planning study will be completed expeditiously and will result in formal amendments that implement the future planning policies for the study area.

Once an Interim Control By-law is in place, the area to which the By-law applies may be reduced as information becomes available throughout the study process provided the proper justification exists. An amendment to the Interim Control By-law to reduce the study area would be subject to appeal.

Under the Ontario Planning Act, an interim control bylaw is directly related to the use of the land and not the specific development standards associated with the use. To ensure the proposed ICB is sound and reflects the intent of the Planning Act, the recommended By-law includes a new land use called “Intensified Use” as described further below in this report.

### Municipal Examples of Interim Control Bylaws

Other Ontario Municipalities have implemented an ICB in the last few years in an effort to address similar issues in their community.

#### **St. Catharines**

The City of St. Catharine’s 2016 Interim Control By-law prohibits all new development in its Low Density Suburban Neighbourhood zone, with the exception of new dwellings and additions that meet the current zoning bylaw standards (including any approved Minor Variances), development of an ADU, new accessory structures in accordance with current zoning (including any approved Minor Variances) and prohibits the creation of a new vacant lot.



The Planning Report indicates: “The purpose of the interim control by-law is to prohibit any new multi-unit development (semi-detached, townhouses, quadruplexs, and private road developments), and any new vacant lot creation in the Low Density Residential-Suburban Neighbourhood (R1) zone, until such time as the staff review, as directed by Council, is complete. It would not preclude development of new detached dwellings on existing lots of record, building additions, interior accessory apartments, or accessory structures providing these are in accordance with the zoning by-law, or the zoning by-law as amended by minor variance approvals by the Committee of Adjustment.”

### **Aurora**

Similar to St. Catharines, the Town of Aurora’s 2018 Interim Control By-law requires any new development to be in accordance with the in force zoning by-law and restricts applications for Minor Variance.

### **Kingston**

The City of Kingston’s 2017 Interim Control By-law prohibits what Kingston defines as an “Intensified Use”. The bylaw prohibits new dwellings where the land or building was not used as such on the date the bylaw was passed, no additions of floor area beyond that which existed as of the date of the bylaw, and no conversions of existing floor area into additional dwellings or bedrooms.

Kingston’s Interim Control By-law is partially in response to post secondary institution student housing demands. The Kingston Planning Report indicates: “Enrollment of first year students at Queen’s University and St. Lawrence College is intended to increase, and with the majority of students living off-campus after their first year, there will continue to be pressures on the private market to provide this supply of housing. Council further identified that the existing zoning by-laws do not currently provide adequate protection of stable neighbourhoods and permit the conversion of one-family dwellings into dwellings that are able to accommodate a large numbers of bedrooms which are therefore unlikely to be used again to house a family, and which makes it difficult to maintain neighbourhood balance and its planned function. Over time, the cumulative effect of change in built residential form in these areas has impacted the neighbourhood desirability for many residents.”

### **Halton Hills**

The Town of Halton Hills enacted an Interim Control By-law in 2016. The By-law applies only to single detached dwellings. The By-law allows a new dwelling to be constructed provided it does not exceed by 25% or more the GFA of any single detached dwelling that existed on the lot on the date the by-law was passed.

The By-law also allows for residential additions up to 25% of the existing GFA of the dwelling as it existed on the day the ICB is passed.

### **Options and Recommended Approach**

## **INTERIM CONTROL BY-LAW - ESTABLISHED RESIDENTIAL NEIGHBOURHOODS**

Staff are putting forward two options for council to consider. The first would continue to allow homeowners within the study area to draw building permits for new construction with provisions to limit the size and the second would put a freeze on any new development in the study area. Both options would allow for the recommended exemptions. As noted earlier in this report, under either option, the creation of the new land use category “Intensified Use” along with a definition is required as the Planning Act only allows the regulation of “use” under an interim control bylaw and not development standards.

Depending on the level of restriction Council desires, an intensified use will be defined in the by-law either as:

*any increase in floor area beyond 25% of the floor area of a residential dwelling that existed on a lot on the day the ICB is passed and any increase in height beyond the height which existed on the day the ICB is passed.*

or

*any increase to the floor area of a dwelling beyond that which is existing on a lot on the day the ICB is passed.*

While the bylaw would not prevent applications to Committee of Adjustment for consent to sever land, any new lot created would be subject to the terms of the interim control bylaw.

### **Option One**

The first option for Council’s consideration is to pass a bylaw that would allow for the construction a new dwelling or additions to existing dwellings provided the total floor area does not increase the GFA of any dwelling that existed on the lot on the date the by-law was passed by more than 25%.

As the roof pitch significantly impacts the height of a dwelling, to ensure the height of any new replacement dwelling or addition remain sympathetic any new construction or addition that increases the height beyond that of the existing height would be considered an “Intensified Use” and not be permitted.

Staff are recommending this approach as it would continue to allow for some development activity to occur with provisions in place to ensure additions and replacement buildings can only moderately increase floor area from the dwelling existing on a lot when the bylaw is passed. This option would not allow a new dwelling to be constructed on a vacant lot (provided it does not meet one of the noted exclusions).

### **Option Two**

Alternatively, Council may desire to significantly freeze any development in the study area similar to the City of Kingston. The second draft Bylaw attached to this report restricts both new residential buildings and additions in the study area. It would allow for

## **INTERIM CONTROL BY-LAW - ESTABLISHED RESIDENTIAL NEIGHBOURHOODS**

the demolition and rebuilding of a dwelling provided the new dwelling does not increase the floor area or height beyond what existed at the time the interim control bylaw is passed by Council.

Either option represents good planning and is wholly based on the level of restriction Council deems appropriate.

### **Study Area and Use Consideration**

Regardless of the approach Council takes in terms of permissions, staff recommends the following general parameters for the proposed interim control bylaw.

<b>ICB Will apply</b>	<b>ICB Will not apply</b>
New residential infill replacement buildings in the Stable and Emerging Residential Designations	Where a building permit has been issued for a new dwelling on the day the bylaw is passed
Additions to existing residential buildings in the Stable and Emerging Residential Designations	Where a building permit has been issued for an addition on the day the bylaw is passed
Vacant lots	Complete applications for severance submitted prior to the Bylaw being passed
	Areas currently under an ICB (Main Street North)
	Subdivisions/site plans that are under construction or have a specific Council approval
	Subdivision or site plan applications that are currently in process that require a Council Approval
	Residential accessory structures
	Constructing an accessory dwelling unit that does not increase the floor area or height of an existing dwelling on a lot

Staff propose the Interim Control Bylaw be in effect for the area defined in Schedule A which includes all land in Newmarket that has the Stable and Emerging Residential designations under the Official Plan with the exception of the above noted exclusions.

Once the neighbourhood study has commenced and neighbourhoods begin to be defined, if desirable, Council can amend the boundaries of the Interim Control By-law to remove areas that have been assessed to not require additional policy protection.

## **INTERIM CONTROL BY-LAW - ESTABLISHED RESIDENTIAL NEIGHBOURHOODS**

## **Provincial Policy Statement and Places to Grow Legislation**

The implementation of an interim control bylaw as described in this report is consistent with current Provincial Policy Statement and Places to Grow legislation. Both these Provincial documents discuss the Planning regime in Ontario and provide planning policy direction to municipalities on matters of Provincial interest related to land use planning and development. These documents provide a framework for building strong prosperous communities by managing growth.

## **Newmarket Official Plan considerations**

Section 16.2.3 of the Town's Official Plan reads that Council may enact Interim Control By-laws in accordance with the Planning Act, in order to limit or prohibit the use of certain lands until a review or study of the land use planning policies affecting those lands has been undertaken.

Compatibility is a recurring theme in the 2006 Official Plan, reinforcing the principle of managing growth and change in a sustainable manner. The study to review the Official Plan and implement associated zoning standards is consistent with the intent of the Official Plan.

## **Conclusion**

Staff are recommending the Interim Control By-law be implemented for the lands identified in appendix 1 and contain the exemptions as described in this report.

## **Business Plan and Strategic Plan Linkages**

The development of new Official Plan policies and implementing zoning by-law related to infill housing and compatibility has linkages to the Community Strategic Plan by developing growth management plans and strategies to create a clear vision for the future of the identified neighbourhoods.

## **Consultation**

Staff anticipates that the process going forward on the broader Planning Study will require a significant amount of public consultation and at least one statutory public meeting. At the time of writing this report, the RFP for the consultants to lead the process has been issued.

## **Human Resource Considerations**

Not applicable

## **Budget Impact**

Council have granted budget approval in the amount of \$150,000 to be transferred from reserves to allow staff to contract a consultant in the fall of 2018 through Development and Infrastructure Services/Planning and Building Services Report 2018-37.

## **Attachments**

Draft Interim Control By-law (option 1)

Draft Interim Control By-law (option 2)

## **Approval**

Commissioner Development and Infrastructure

Director of Planning and Building Services  
Services

Senior Planner – Community Planning

## **Contact**

Dave Ruggle, Senior Planner – Community Planning [druggle@newmarket.ca](mailto:druggle@newmarket.ca)





# Corporation of the Town of Newmarket

## By-law 2018-XX

The intent of this Interim Control By-law is to control the development of single detached, semi detached, duplex, triplex, quadraplex and townhouse dwellings within defined areas of the Town of Newmarket for a period of one year.

**WHEREAS** Section 38 of the Planning Act permits the Council of a Municipality to pass an Interim Control By-law, that may be in effect for up to one year, which prohibits the use of land, buildings or structures within the municipality or within the defined area thereof for such purposes as set out in the By-Law, but only if the Council of the municipality has directed that a review or study be undertaken with respect to land use planning policies that apply to the subject area.

**AND WHEREAS** Council for the Town of Newmarket has directed that an Established Residential Area study be undertaken to review zoning by-law regulations and associated land use policies pertaining to large home rebuilds in established residential neighbourhoods of Newmarket.

**AND WHEREAS** the Council for the Town of Newmarket seeks to control the erection of, or additions resulting in, any large scale single-detached dwelling within defined areas of the municipality, while the Established Residential Area study is being completed.

**NOW, THEREFOR, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF NEWMARKET ENACTS AS FOLLOWS:**

1. This Interim Control By-law applies to all lands, buildings and structures located within the area outlined on Schedule A attached to this by-law.
2. No land, building or structure subject to this by-law shall be used for a "Intensified Residential use".
3. For the purposes of this By-law, the following definition shall apply:  
For the purpose of this by-law, the following definitions shall apply:  
a) "Intensified Residential Use" means:
  - i. a new single detached, semi detached, duplex, triplex, quadraplex and townhouse dwellings that exceeds by 25% or more that Gross Floor Area of any dwelling that existed on the same lot on the date of passage of this by-law; or
  - ii. an addition to an existing single detached, semi detached, duplex, triplex, quadraplex and townhouse dwelling such that the new Gross Floor Area of such dwelling exceeds by 25% or more the Gross Floor Area of such a dwelling as it existed on the date of passage of this by-law; or
  - iii. a new single detached, semi detached, duplex, triplex, quadraplex and townhouse dwellings or addition to a single detached, semi detached, duplex, triplex, quadraplex and townhouse dwellings that increase the height of the dwelling beyond that which existed on the same lot on the date of passage of this by-law
4. This By-law shall come into force and take effect immediately upon the passage thereof, and shall be in effect for one year from the passage of this



By-law unless otherwise extended in accordance with Section 38 of the Planning Act, or repealed by Council at an earlier date.

5. For greater certainty, if a building permit application filed in accordance with the Ontario Building Code Act was complete on or before (Date of passing), then this by-law does not preclude the issuance of said building permit.
6. If Council of the Town of Newmarket has provided specific approval of a site plan approval or draft plan of subdivision application than this by-law does not preclude the issuance of building permits for such development in accordance with the Town's normal and usual processes.

Enacted this xxx day of xxx, 2019.

John Taylor, Mayor

Lisa Lyons, Town Clerk







# Corporation of the Town of Newmarket

## By-law 2019-XX

The intent of this Interim Control By-law is to control the development of single detached, semi detached, duplex, triplex, quadraplex and townhouse dwellings within defined areas of the Town of Newmarket for a period of one year.

**WHEREAS** Section 38 of the Planning Act permits the Council of a Municipality to pass an Interim Control By-law, that may be in effect for up to one year, which prohibits the use of land, buildings or structures within the municipality or within the defined area thereof for such purposes as set out in the By-Law, but only if the Council of the municipality has directed that a review or study be undertaken with respect to land use planning policies that apply to the subject area.

**AND WHEREAS** Council for the Town of Newmarket has directed that an Established Residential Area study be undertaken to review zoning by-law regulations and associated land use policies pertaining to large home rebuilds in established residential neighbourhoods of Newmarket.

**AND WHEREAS** the Council for the Town of Newmarket seeks to control the erection of, or additions resulting in, any large scale single-detached dwelling within defined areas of the municipality, while the Established Residential Area study is being completed.

### **NOW, THEREFOR, BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF NEWMARKET ENACTS AS FOLLOWS:**

1. This Interim Control By-law applies to all lands, buildings and structures located within the area outlined on Schedule A attached to this by-law.
2. No land, building or structure subject to this by-law shall be used for a "Intensified Residential use".
3. For the purposes of this By-law, the following definition shall apply:  
For the purpose of this by-law, the following definitions shall apply:
  - a) "Intensified Residential Use" means:
    - i. the use of land, building or structure for a one-family dwelling, two family dwelling, multiple family dwelling, row dwelling, group dwelling or semi-detached dwelling where the land, building or structure was not used for such a purpose on the date of passing of this by-law; or
    - ii. the addition of additional gross floor area or height to a one-family dwelling, two-family dwelling, multiple family dwelling, row dwelling, group dwelling or semi-detached dwelling beyond that which existed as of the date of passing of this by-law.
4. This By-law shall come into force and take effect immediately upon the passage thereof, and shall be in effect for one year from the passage of this By-law unless otherwise extended in accordance with Section 38 of the Planning Act, or repealed by Council at an earlier date.
5. For greater certainty, if a building permit application filed in accordance with the Ontario Building Code Act was complete on or before (Date of passing), then this by-law does not preclude the issuance of said building permit.

6. If Council of the Town of Newmarket has provided specific approval of a site plan approval or draft plan of subdivision application than this by-law does not preclude the issuance of building permits for such development in accordance with the Town's normal and usual processes.

Enacted this xxx day of xxx, 2019.

John Taylor, Mayor

Lisa Lyons, Town Clerk









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## **292/294 Court Street - Request to remove a structure from the Municipal Register of Non-Designated Heritage Properties Staff Report**

Report Number: 2019-4

Department(s): Planning and Building Services

Author(s): D. Ruggle, Senior Planner, Community Planning

Meeting Date: January 14, 2019

### **Recommendations**

1. THAT Development and Infrastructure Services/Planning and Building Services Report dated January 14, 2019 regarding 292 and 294 Court Street and the owners request to demolish the structure listed on the Municipal Register of Non-Designated Heritage Properties be received and the following recommendation(s) be adopted:
2. THAT Council permit the removal of 292 and 294 Court Street from the Municipal Register of Non-Designated Heritage Properties of Interest; and
3. THAT Deborah Alexander, 72 Herefordshire Crescent, East Gwillimbury, L9N 0B6 be notified of this action.

### **Purpose**

The purpose of this report is to provide Council with information and a recommendation regarding the property owners request to have the property at 292/294 Court Street removed from the Register of non-designated Municipal Properties.

## Background

The owner of 292/294 Court Street, legally described as Lot 5 West Side of Court Street Plan 25, have requested Council remove the property from the Town's Municipal Register of Non-Designated Properties to allow for the demolition of the semi-detached residential building on the lands. The owner intends to demolish the semi detached dwellings and apply to rezone the property to allow for two single detached dwellings. A lot severance would also be required.

The demolition of a building that is listed on the Register requires Council's approval. Owners of listed properties must give the Council at least 60 days notice of their intention to demolish or remove a building or structure on the property. This allows time for council to decide whether to begin the designation process or consent to the permit request. If Council does not proceed to initiate the process to designate the property, the property will be removed from the Register and the demolition will be permitted.

292/294 Court Street contains a 2 storey semi detached wood framed structure with a siding exterior, built circa 1872. It has a gable roof with a symmetrical front façade.

## Discussion

### Heritage Newmarket

At the July 3, 2018 Heritage Committee meeting, the Committee received a presentation regarding the property at 292-294 Court Street. In regards to this presentation, the following motion was passed:

*That the Heritage Newmarket Advisory Committee request that the owner of 292-294 Court Street provide drawings of the proposed single detached homes and details on how they will interface with the neighbourhood.*

No objections on the removal from the registry were raised; rather discussion around the size and look if the proposed replacement single detached dwellings occurred resulting in the above noted recommendation. The Committee were circulated the below images on November 22, 2018 and requested to provide any comments member might have. While no responses from the Committee were received, the proposed designs appear to be appropriate replacement dwellings that will have a positive contribution to the community.



① SOUTH-EAST VIEW



② SOUTH WEST VIEW

Proposed 2 Single Detached Homes  
NEWMARKET, ONTARIO



Alexander Planning Inc.  
1400 Bayview Ave.  
Toronto, Ontario M2M 1C8  
Tel: (416) 491-1111  
info@alexanderplanning.ca

#### PERSPECTIVE VIEWS

Town of Newmarket Preliminary Design	SK3
Project number 1805	
Date OCT 2018	Scale

### Property Evaluation

Jane Hackett et al. House, is a 2 storey semi detached dwelling built in a generic style with gable ends and enclosed porch, noted as being constructed circa 1872.





When reviewing the property against the evaluation criteria, the Jane Hackett house does not appear to have significant design value as it is a generic semi-detached structure with a side gable roof. There also does not appear to be much contextual value as the dwelling does not define the character of the area and does not appear to be linked historically or physically to its surroundings.

There does not appear to be significant historical or associative value connected to this dwelling. The property at 292/294 Court Street, does not appear to have significant heritage value to warrant full designation under the Ontario Heritage Act.

### **Options/Implications**

Council have two options to deal with this request of the property owner to have the property be removed from the Register.

**Option one:** Council can remove the property from Registry as requested by the property owner. Council have the ability to add and remove properties from the register after consulting Heritage Newmarket. It would be understood that the owner of the property would be entitled to apply for and be issued a demolition permit under the normal and usual process through Building Services. If Council are of the opinion that the property does not have sufficient heritage value or interest or that designation would cause undue hardship to the owner they may remove it from the Register. Council should also consider the cost associated with designation as well as the cost associated with potentially defending the designation at the Ontario Municipal Board.

There are no financial costs associated with this option.

**Option two:** Council can direct staff to initiate the heritage designation process under the Ontario Heritage Act for the property. There are no requirements under the *Ontario Heritage Act* to seek or receive consent of a property owner to designate property for its cultural heritage value.

To ensure owner rights, Council's designation of a property is appealable to the Conservation Review Board.

If Council pursue this option, there are costs associated with this decision. The formal property research completed by a Heritage Professional would cost approximately \$2,500-\$3,000. There are minimal costs associated with notices in the newspaper and other incidental processing costs. There may also be costs associated with defending the designation at the Ontario Municipal Board if an Owner files an appeal.

## **Conclusion**

Staff recommends that Council permit the removal of 292 and 294 Court Street from the Municipal Register of Non-Designated Heritage Properties of Interest.

## **Business Plan and Strategic Plan Linkages**

The recommendations of this report assist the Town in meeting its vision of being:

Well Balanced and Well Managed by ensuring Newmarket's rich built history is acknowledged and properly reviewed, safeguarding fairness for residents and respect for the Town's built history.

## **Consultation**

Heritage Newmarket have provided their comments as required by the Ontario Heritage Act.

## **Human Resource Considerations**

None

## **Budget Impact**

There are no budget considerations as a result of the recommendations of this report.

## **Attachments**

None

## **Approval**

Commissioner Development and Infrastructure

Director of Planning and Building Services  
Services

Senior Planner – Community Planning

## **Contact**

For more information on this report, contact: Dave Ruggle, Senior Planner – Community Planning, at 905-953-5321, ext 2454; [druggle@newmarket.ca](mailto:druggle@newmarket.ca)



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## Community Flag Raising Staff Report

Report Number: 2019-6

Department(s): Legislative Services

Author(s): Kiran Saini, Acting Director of Legislative Services/Town Clerk

Meeting Date: January 14, 2019

### Recommendations

1. That the report entitled Community Flag Raising dated January 14, 2019 be received; and,
2. That Council adopt the amended Proclamation, Lighting and Community Flag Raising Request Policy, attached as **Attachment A**; and,
3. That Council adopt the amended Municipal Flag Policy, attached as **Attachment B**; and,
4. That the Town Clerk be delegated the authority to amend the Proclamation, Lighting and Community Flag Request Policy from time to time, as required; and,
5. That Staff be directed to further review option 3 for the location of community flag raisings and report to Council in Q2 2019; and,
6. 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 seek Council approval in making significant amendments to the existing Proclamation and Lighting Policy and the Municipal Flag Policy as they relate to flag raising requests made by the community.

## Background

At the December 17, 2018 Council Meeting, staff were directed to review the existing Municipal Flag Policy as it relates to flag raisings made by the community and report back to Council at its next meeting. A policy provides a standard to govern flag raising requests received and issued by the Town of Newmarket in recognition of events, organizations or community groups of significance in Newmarket. Accordingly, staff have undertaken a preliminary review of the existing policies as they relate to flag raisings and have outlined options as follows.

## Discussion

### Current Policies

The Town has two policies which are applicable to flag raisings, they are: 1) Municipal Flag Policy; and, 2) Proclamation and Lighting Request Policy.

The Municipal Flag Policy was first adopted by Council in 2012, and at that time it included flag raisings requests from the community. The Policy was subsequently amended in 2015 to remove community flag raisings. Since that time, Legislative Services has received requests from the community to raise their flags; however, since adopting the Proclamation and Lighting Request Policy in 2018, requestors have been provided with a unique opportunity to request a lighting request from the Town in lieu of a flag raising.

Should Council wish to return to providing this service to the community by raising various community flags, it is recommended that the Proclamation and Lighting Request Policy be amended to meet this requirement. This Policy currently has well-defined and researched standards, which means that requests for flag raisings, proclamations and lighting requests would all be reviewed by the Clerk using the same consistent criteria.

The Proclamation and Lighting Request Policy states that:

Approved proclamation and lighting requests will demonstrate an interest in or have a relationship with the Town, including but not limited to the following:

- a. arts celebrations
- b. charitable fundraising campaigns
- c. public awareness campaigns
- d. to honor individuals, institutions or organizations for special achievements

Proclamation and lighting requests will not be issued for the following:

- a. political parties or political organizations
- b. promotion of business or commercial enterprise
- c. matters inciting hatred, or those that are discriminatory
- d. intent contrary to corporate policies or by-laws

- e. intent is to defame the integrity of the Town, Ontario or Canada
- f. matters which are untruthful

Further, should Council amend the Proclamation and Lighting Request Policy to include community flag raisings, this would be an approach similar to municipalities such as the City of Markham, Town of Aurora, and Regional Municipality of Durham.

### **Amendments to Current Policies & Application Process**

Should Council wish to amend the Municipal Flag Policy and Proclamation and Lighting Request Policy, the suggested amendments are attached as **Attachments A and B** to this report, and have been highlighted in yellow.

The Town currently has an online request process for all proclamation and lighting requests. This process has been working well, and any flag raising requests would similarly be included as part of the online application form. This would assist staff with streamlining the process regarding all three types of requests.

### **Location for Community Flag Raisings**

Given the limited timeframe staff had to review viable options for the location of the flag raising, staff have outlined 3 options for Council's consideration, with their associated benefits and drawbacks.

#### **Option 1 - Peace Park Flagpole on Cane Parkway**

##### **Benefits**

- The flagpole at Peace Park currently exists.
- The Park is located close to the Municipal Offices, which provides easy access for Council Members and/or staff to attend, if required.

##### **Drawback**

- Peace Park could be considered to be in a less high-traffic, visible area.

#### **Option 2 - Use the flagpoles used to fly the Town of Newmarket Flag at the entrance to the Municipal Offices**

##### **Benefits**

- The flagpole is located in a high-traffic, visible area.
- The Municipal Offices provide the easiest access for Council Members and/or staff to attend, if required.

##### **Drawback**

- The Town would be removing its own municipal flag to temporarily fly another community organization's flag alongside the Canadian and Ontario flags.



### **Option 3 - Install a new flagpole at Riverwalk Commons**

#### **Benefit**

- The flagpole would be located in a high-traffic, visible area.

#### **Drawbacks**

- Based on staff's preliminary review of this option, there would be budget implications of approximately \$2,000. However, this budgetary consideration is still to be validated through a formal quotation request.
- Lighting requests that are approved may be different from the flag raising requests approved; having both occur at the Riverwalk Commons may create confusion for the public, especially if there are special organized events with these requests.

### **Staff Recommended Location**

**Option 1** is recommended as there is a dedicated flagpole for community flag raisings.

### **Further Research and Consultation**

**Option 3** will need to be further reviewed and consulted with the appropriate staff. Should Council wish to further consider this Option, staff can be directed to do so.

### **Conclusion**

The designated flagpole at the Peace Park on Cane Parkway is currently the appropriate location for community flag raisings. Additional locations will require further research and consultation.

### **Business Plan and Strategic Plan Linkages**

The policy aligns with the Strategic Plan's key areas of focus. Flag raisings reinforce the strategic focus area of community engagement and the organization's core value of respect.

### **Consultation**

Staff from Public Works, Corporate Communications and Facilities were consulted as part of this report. Given the limited timeframe, the Executive Offices still need to be further consulted as part of this service being provided by the Town.

### **Human Resource Considerations**

There may be an increase in a request for Council Members and/or staff to attend special events surrounding flag raising, which is a resource consideration.

## **Budget Impact**

None.

## **Attachments**

**Attachment A** - Proclamation, Lighting and Community Flag Raising Request Policy  
CORP. 1-12

**Attachment B** - Municipal Flag Policy CORP. 1-05

## **Approval**

Kiran Saini  
Acting Director of Legislative Services/Town Clerk

Lisa Lyons  
Acting Commissioner of Corporate Services

## **Contact**

For more information, please contact Kiran Saini at 905-953-5300 extension 2203 or by email at [ksaini@newmarket.ca](mailto:ksaini@newmarket.ca).



## Proclamation, Lighting and Community Flag Raising Request Policy

Policy Number: CORP. 1-12

Topic: Municipal Governance

Applies to: Residents, Organizations and Community groups associated with the Town of Newmarket

### Policy Statement and Strategic Plan Linkages

This Policy relates to Council's Strategic Priorities of being "Well-Equipped and Managed", and "Well-Balanced". The **Proclamation, Lighting and Community Flag Raising Request** Policy allows for the recognition of significant organizations or community groups within the Town.

### Purpose

The purpose of this Policy is to provide a standard to govern **proclamation, lighting and community flag raising requests** received and issued by the Town of Newmarket in recognition of events, organizations or community groups of significance in Newmarket. The Policy outlines the general principles, criteria, application process, communications regarding **proclamation requests, lighting requests and community flag raising requests**.

### Definitions

Note: Defined terms are in bold font for convenience purposes only.

**Community Flag** a flag of a recognized charity or community group.

**Community Flag Raising** means the raising of a flag on a dedicated flagstaff for the purpose of raising awareness.

**Peace Park Flagpole** means the flagpole located at the Peace Park on Cane Parkway designated for community flag raising.

**Proclamation(s)** means a formal public statement by the Town designating a period (day, week, month) in recognition of a significant individual, event, or organization.

**Lighting request(s)** means a request to illuminate Newmarket's Riverwalk Commons in a specific colour to commemorate an event, organization or proclamation request.

**Clerk** means the Director of Legislative Services/Town Clerk and includes his/her designate.

**Newmarket's Riverwalk Commons** means the lights located above the Tim Hortons skating and water feature, and the lights under the Fred A. Lundy Bridge, located on Water Street.

**Town** means the Corporation of the Town of Newmarket.

## Provisions

### 1. Application

- 1.1 This Policy applies to all requests for **proclamation, light and community flag raising requests** sent to the **Clerk**.
- 1.2 The Policy does not preclude Council from proclaiming a particular event, day, week or month, or approving a lighting or community flag raising request at a meeting of Council, pursuant to the **Town's** Procedure By-law, as amended from time to time.

### 2. General Principles

- 2.1 **Proclamations, lighting and community flag raising requests** are issued to acknowledge efforts, commitment and achievements of organizations, and community groups and to recognize public awareness campaigns, charitable fundraising campaigns and arts celebrations of significance to the **Town**.
- 2.2 A **proclamation, lighting and community flag raising request** may recognize a particular event, day, week or month.
- 2.3 An organization does not have exclusive rights to the day, week or month of their **proclamation** request.
- 2.4 Where the Town issues a **proclamation** in accordance with this Policy, such **proclamation** does not constitute a personal or civic endorsement by the Town.
- 2.5 The Town will not incur any expenses relating to the advertising and promotion of a **proclamation**.
- 2.6 **Lighting requests** for a particular day will be approved on a first come first serve basis. If there is a **Town** event, that requires the lighting of a particular colour, that **Town** event will take precedence over any applications for a **lighting request** received.
- 2.7 **Lighting requests** associated with a week or month long **proclamations** will be recognized on the first date of the proclaimed time period, week or month, unless otherwise specified

- 2.8 The lights located above the Tim Hortons skating and water feature cannot be changed between November 1 and April 1.
- 2.9 **Lighting** will take place from 5:00 PM to 11:00 PM on the day of the request.
- 2.10 Should technical issues arise on the day of the lighting request, an alternate day will be offered.
- 2.11 **Community flag raising** requests for a particular day will be approved on a first come first serve basis. If there is a Town event, that requires the **Town** flag to be flown, that Town event will take precedence over any applications for a Community flag raising request received.
- 2.12 **Community flag raising** requests will be approved for a maximum of 7 days.

### 3. Criteria for Evaluation for Requests

- 3.1 **Proclamations, lighting and community flag raising** requests are issued in accordance with the criteria as outlined in this section of this Policy.
- 3.2 Approved **proclamations, lighting and community flag raising** requests will demonstrate an interest in or have a relationship with the Town, including but not limited to the following:
- a. arts celebrations
  - b. charitable fundraising campaigns
  - c. public awareness campaigns
  - d. to honor individuals, institutions or organizations for special achievements
- 3.3 **Proclamation, lighting and community flag raising** requests will not be issued for the following:
- a. political parties or political organizations
  - b. promotion of business or commercial enterprise
  - c. matters inciting hatred, or those that are discriminatory
  - d. intent contrary to corporate policies or by-laws
  - e. intent is to defame the integrity of the Town, Ontario or Canada
  - f. matters which are untruthful
- 3.4 Where a proclamation does not fit into a category as defined in subsections 3.2 and 3.3 of this Policy, the **Clerk** may use proclamations previously recognized by the Ontario or Canadian government as a



method of reviewing any such requests. In these situations, the **Clerk** has the authority to exercise discretion when approving or denying such requests, and if deemed required by the **Clerk**, he/she may seek Council's direction on the specific request by placing it on a Committee of the Whole or Council agenda.

3.5 The **Clerk's** decision is final.

#### 4. **Application Process**

- 4.1 **Proclamation, Lighting and Community Flag raising** requests must be submitted using the prescribed method as determined by the **Clerk**.
- 4.2 An applicant will have the ability to request a **proclamation** request, a **lighting request**, a **community flag raising** request or a combination of the three.
- 4.3 Applications must be submitted a minimum of three weeks in advance of the first date of recognition and shall not be submitted more than three months in advance.
- 4.4 **Proclamation, lighting and community flag raising** requests will not be issued if the first day to be recognized has passed.
- 4.5 The **Town** cannot accept requests made by third parties on behalf of other organizations or individuals. All requests must be made by the organization or individual to ensure that:
  - a. They are aware and approve of the **proclamation** request and that **Newmarket's Riverwalk Commons** will be lit for their event, occasion, or cause; and,
  - b. The lighting colour is consistent with the request.
- 4.6 The **Clerk** will review all applications to determine if the **proclamation, lighting or community flag raising** request meets the criteria in accordance with this Policy.
- 4.7 The **Clerk** will notify the applicant if their **proclamation, lighting or community flag raising** request has been approved or denied.

#### 5. **Communication of Proclamations, Lightings and Community Flag Raisings Requests**

- 5.1 All approved and denied **proclamation, lighting or community flag raising** requests will be provided to Members of Council through the next Council Information Package, for information purposes.

- 5.2 The Clerk will issue a letter advising if the **Proclamation** has been approved or denied, in accordance with the policy. If the **Proclamation** is approved, the applicant will also receive a signed letter from the Mayor on behalf of Council, if requested.
- 5.3 **Proclamations** will be listed on the **Town** page and on the **Town's** website.
- 5.4 The applicant is responsible for notifying the media or advertising the **proclamation** beyond the **Town's** standard advertisement, in accordance with this Policy.
- 5.5 Arrangements for the Mayor and/or Member(s) of Council to attend a specific function or event related to the **proclamation, lighting or community flag raising** request are to be coordinated through the Mayor or Member of Council's offices.

## 6. Record of Requests

- 6.1 The **Clerk** will maintain a record of all **proclamation, lighting and community flag raising requests** received that will include: when the request was received, if the request was approved or denied, the **proclamation** period (day, week, month), the day of the **lighting request** and colour, the day of the **community flag raising**, the date approval was granted and if a letter from the Mayor's Office was requested.

## 7. Administration and Contact

- 7.1 This Policy shall be administered by the Legislative Services Department. Procedures may be defined, and amended from time to time, by the **Clerk** to address specific implementation of this Policy.
- 7.2 The **Clerk** has the authority to make amendments to this Policy, as may be required from time to time.
- 7.3 All questions, or concerns with respect to this Policy should be directed to the **Clerk**.

## Cross-References

Procedure By-law 2015-50

## Contact

Lisa Lyons, Director of Legislative Services/Town Clerk  
 905-953-5300 ext. 2211  
 llyons@newmarket.ca

**Details**

Approved by: Council

Adoption Date: April 16, 2018

Policy Effective Date: April 16, 2018

Last Revision Date: January 3, 2019

Revision No: 001



# Corporate Policy

## Municipal Flag Policy

Policy Number: CORP. 1-05

Sub-Topic: Municipal Flag Policy

Topic: Community Engagement

Applies to: All Employees

### Policy Statement and Strategic Plan Linkages

The Corporation of the Town of Newmarket recognizes the symbolism of displaying flags as a visual statement that speaks to the solidarity that is shared by all citizens. This policy upholds the Well-Respected component of the Strategic Plan as it allows the Town to honour individuals and recognize significant efforts of groups and organizations within the community.

### Purpose

The policy will provide a framework to ensure that flags at the Municipal Offices and properties owned by the Town are flown and displayed in an appropriate and consistent manner. The policy outlines the circumstances under which the Town will fly its flags at half-mast, sets out the procedure for flag raisings to recognize a visit by a foreign dignitary and addresses the flying of courtesy flags, in recognition of a special event, cause or effort within the Town of Newmarket.

### Definitions

Community Flag: a flag of a recognized charity or community group.

### Provisions

#### Display of Flags:

Flags will be displayed in accordance with the guidelines set out in the “Flag Etiquette in Canada” guide provided by the Department of Canadian Heritage. The raising of flags on municipal properties shall be limited to Canadian, Provincial, Municipal and other governmental flags to recognize a visit by a foreign dignitary, as set out by this policy.

The Town Clerk is responsible for administering the half-masting procedures set out in the Flag Policy. Flags will be raised and lowered during regular business hours, when staff resources are available.

#### Half-Staffing:

Flags at all Town facilities will be lowered to half-staff to recognize a period of official mourning or to commemorate significant dates. The half-staffing of flags applies to all municipal properties that have flagpoles. The Town will fly its flags at half-staff upon receiving notification of the death of any of the following individuals:

- The Sovereign or Member of the Canadian Royal Family
- The Governor General of Canada, or a former Governor General
- The Prime Minister of Canada, or a former Prime Minister
- The Lieutenant Governor of Ontario, or a former Lieutenant Governor of Ontario
- The Premier of Ontario, or a former Premier of Ontario
- The Local Member of the House of Commons, or a Local Member of the Provincial Legislature
- The Regional Chair, or a former Regional Chair
- The Mayor, a former Mayor, a Member of Council, a former Member of Council
- Any actively employed Staff Member of the Municipality
- Any York Regional Police Officer killed in the line of duty
- A resident of Newmarket, who is a member of the Canadian Armed Forces, killed while deployed on operations
- Any other individual determined by the Mayor in consultation with the CAO or Town Clerk

Flags will be flown at half-staff upon receiving notification of the death, up to and including the day of the funeral service, unless circumstances prohibit the lowering of the flag for that time period, as determined by the Town Clerk in consultation with the Mayor and/or CAO.

Flags will be flown at half-mast on an annual basis on November 11, in accordance with Remembrance Day ceremonies.

In addition to the circumstances above, flags at Central York Fire Services facilities in the Town of Newmarket will be flown at half-staff in accordance with the practices of the CYFS and Town of Aurora, upon being notified of the death of a firefighter in the line of duty in another municipality across Canada or when notified of the death of a police officer in the line of duty across Ontario.

Visit by a Foreign Dignitary:

In the event of a visit by a foreign dignitary to Town facilities, the Town may fly the flag of the appropriate governmental entity in recognition of their presence. The flag will be flown at the flagpole in front of the Municipal Offices for the duration of the dignitary's visit to Town facilities.

**Community Flag Raising:**

**Refer to the Proclamation, Lighting and Community Flag Raising Request Policy.**

Flag Procedures:

The procedures for the flying of flags at all municipal facilities are incorporated as an appendix to this policy. Appendix A includes the procedures for circumstances where the Town will fly its flags at half-mast. Flag Procedures are subject to the approval of the Town Clerk.

## **Cross-References**

Heritage Canada Guidelines

Proclamation, Lighting and Community Flag Raising Request Policy

## **Contact**

Legislative Services Department or at [clerks@newmarket.ca](mailto:clerks@newmarket.ca)

## **Details**

Approved by: Council

Adoption Date: September 24, 2012

Policy Effective Date: September 24, 2012

Last Revision Date: January 3, 2019

Revision No: 002

Appendix 'A' - Flag Procedures to Municipal Flag Policy CORP.1-05



**Appendix 'A' -  
Flag Procedures**  
to  
Town of Newmarket  
Municipal Flag Policy CORP.1-05

**Notification**

The Legislative Services Department will notify the Public Works Services Department, Corporate Communications Department and Central York Fire Services by e-mail when flags are to be flown at half-mast. E-mail will also be used to notify the Public Works Services Department of Peace Park flag raising ceremonies. All notification e-mails will include the scheduled time of the flag raising and lowering and the applicable municipal locations.

**Half-Masting**

All employees and Members of Council are requested to notify the Town Clerk by e-mail or written notification upon the death of any of the individuals identified in the policy. In the event of a death of an active employee or active Member of Council, the respective Department Head shall be responsible for the notification.

Upon receiving notification of the death of any of the individuals listed in the policy:

1. The Legislative Services Department will notify the Public Works Services Department, the Planning and Building Services Department, Central York Fire Services and the Corporate Communications Department when the flags at municipal properties are to be lowered, and when they will be raised after the funeral.
2. Public Works Services staff will be responsible for lowering flags at all municipal properties, with the exception of the municipal offices (handled by the Planning and Building Services Department). Central York Fire Services staff will be responsible for lowering the flags at Central York Fire Services facilities.
3. In the case of the death of a police officer or emergency medical services personnel in the line of duty in the surrounding regions of Durham, Halton, Peel and Simcoe or the City of Toronto or when notified of the death of a firefighter killed in the line of duty across Canada, the Fire Chief will be responsible for implementing the flag policy at Central York Fire Services facilities.

The Legislative Services Department is responsible for maintaining an adequate inventory of flags for use in all facilities, and shall replace flags as required.



Town of Newmarket  
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## **Preliminary Draft 2019 Operating and Capital Budgets Staff Report**

Report Number: Assign Report Number in eSCRIBE.

Department(s): Financial Services

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

Meeting Date: January 14, 2019

### **Recommendations**

1. That the Financial Services Report dated January 14, 2019 regarding the Preliminary Draft 2019 Operating and Capital Budgets be received and subject to any further direction, staff be authorized to provide the public with details of the Preliminary Draft 2019 Tax-supported, Rate-supported Operating and Capital Budgets.

### **Executive Summary**

The rate-supported operating budgets and the capital budget have restricted funding envelopes. For water, wastewater and stormwater; the funding is derived from the funding structure established in the Council-approved 6-year financial plans. For capital, the funding comes from available reserves and projected estimates from other sources.

The tax-supported budget endeavors to maintain existing service levels for the Town's existing population (base budget) and future population (growth). The preliminary draft budget proposes a 3.95% tax increase which equates to approximately \$77 for the average residential property. \$730,000 in extraordinary items carried forward from 2018, equivalent to a 1.25% tax increase, is a challenge, but can be accomplished. A balance can be achieved by finding savings and efficiencies, and by not going forward with any enhancements to service levels. Further reduction of the proposed tax increase is possible by decreasing the infrastructure levy (contributions to the asset replacement fund or "ARF").

## **Purpose**

The purpose of this report is to provide details on the decisions made in preparing the Preliminary Draft 2019 Tax-supported, Rate-supported Operating and Capital Budgets; to get Council's authorization to provide the budget details to the public; and to outline options to achieve the goals set by Council. The report also addresses questions from the Special Committee of the Whole held on December 10, 2018.

## **Background**

As is the Town's practice, the Preliminary 2019 Draft Tax-supported, Rate-supported and Capital Budgets are the first drafts being presented as starting points for community consultation and Council consideration. Upon formal receipt of this report, subject to any further direction by Committee, the preliminary draft budgets and options will be provided to the public for comment.

The preliminary draft budgets were prepared by each department and were subject to review by the Senior Leadership Team (SLT) in consultation with the Operational Leadership Team (OLT). Through this process, items were discussed and prioritized with some being deferred.

Staff continued to pursue cost efficiencies and to maximize non-tax revenue sources to provide, where possible, a fiscally responsible budget that strikes a balance between affordable taxes and maintaining current service levels. This creates a challenge given that municipalities have limited sources of revenue available, most of which do not increase with inflation.

The timing of the 2019 budget process has been shifted due to the election of a new Council. This may condense the amount of time available for deliberation on the budget. In addition, this Council has not had the opportunity to determine their strategic priorities for this term. As a result, 2019 should be considered a transition year.

### **Setting the stage for an extraordinary future**

2019 will see a new Council and a new CAO. A strategic priority planning process will begin for the new term of Council in January, 2019. The recent Community Survey will assist in setting a roadmap for this year, this term and beyond. There will be a visioning exercise for the Mullock Farm. The Yonge/Davis corridor is primed for development. On top of all of this there are changes in the environment, demographics and economy.

This is an opportunity to pause as we collectively determine our future direction through the Strategic Priority exercise.

### **Staff has been working on preparing budgets since April**

Work on the 2019 budgets began in April, 2018. Rate-supported operations (water, wastewater, and stormwater) used their 6-years plans as the basis for their budgets. Capital budgets were restricted to available funding (see page 8 for details). Tax-supported growth expenses and were limited to the projected assessment growth of 1.23% \*see page 7 for details).

The increase for the tax supported base budget was capped at the rate of inflation which was 3.05% at the end of March – the Consumer Price Index (CPI) was 2.80% and there was a 0.25% adjustment to address the fact that municipal contracts, utility increases etc. do not align with and are greater than the CPI. Flexibility was considered as the CPI could change over the course of the year – it was 2.70% at the end of October.

Decision Packages, which are like mini-business plans, were prepared for any staffing requests or any requests of additional funding such as service level enhancements. They were also prepared for capital requests. The list of items recommended for approval and deferral are attached in Appendices A (Operating Budget) and B (Capital Budget).

### **Council accepted recommendations on the budget process, schedule and targets with options for reductions in the tax increase.**

Council was presented with the proposed schedule, process and targets for the 2019 budget at Committee of the Whole on December 10, 2018. The initial proposed tax increase was 3.95% - CPI (2.70%) modified for municipal proposes (+ 0.25%) and the infrastructure levy (1.00%). Staff was directed to prepare options to reduce the proposed tax increase. The options were:

1. A total tax rate not to exceed 3.2% (Consumer Price Index less 0.5% plus 1% for infrastructure);
2. A total tax rate not to exceed 3% (inclusive of the infrastructure levy).

These directions were confirmed by Council on December 17, 2018.

### **Budget challenge: the initial tax increase**

The base budget was built upon the rate of inflation, but there were some challenges – there were additional mandatory items required and extraordinary items carried over from 2018. These challenges were equivalent to a 1.47% tax increase.

The table below (next page) summarizes the budget requests, challenges and resulting starting point.

	Provisions	Challenges	Starting point	Reference
CYFS	\$ 425,000		\$ 425,000	
Library grant	77,000		77,000	
Town portion, net	1,224,000	232,000	\$ 1,456,000	Page 5
	<b>\$ 1,726,000</b>	<b>\$ 232,000</b>	<b>\$ 1,958,000</b>	
Infrastructure levy	585,000		585,000	
Mulock Farm levy	0		0	
Extraordinary items		630,000	630,000	Page 6
Growth, net	0		0	
	<b>\$ 2,311,000</b>	<b>\$ 862,000</b>	<b>\$ 3,173,000</b>	
<b>Tax increase</b>	<b>3.95%</b>	<b>1.47%</b>	<b>5.42%</b>	

### **The Central York Fire Services (CYFS) budget flows from their 10-year financial plan approved by the Joint Council Committee (JCC)**

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.

JCC approved an Asset Management Plan and 10-year financial outlook at its meeting on June 12, 2018. These documents formed the starting point for CYFS's 2019 operating and capital budget requests. Newmarket's share of the 2019 base budget increase was calculated to be \$425,000.

Due to the timing of the election which caused a problem with scheduling meetings, JCC has not yet been able to provide its specific recommendation on the 2019 budget. The Treasurers from Aurora and Newmarket have met with the Fire Chief to develop an interim recommendation. This proposal, which has been consolidated into the preliminary draft budget, provides for the fulfillment of the outstanding recommendations from the previous Fire Master Plan.

### **An inflationary increase was provided for the Library grant**

The Newmarket Public Library's main source of revenue is its annual grant from the Town. 90% of the library's budget is funded from this.

### **The base budget has additional mandatory requirements in excess of the inflationary provision**

Mandatory items are increases in services levels, to both internal and external customers, that are the result of legal requirements, such as new legislation or binding agreements. The initial budget set aside \$93,000 for these, but the requests were for \$325,000, an increase of \$232,000.

A list of these items is provided in Appendix A. No individual item is significant enough to be considered an extraordinary item, so budget practice requires room to be found for them in the base budget.

### **Only decision packages of a sufficient rating have been included in the budget**

Decision Packages have been rated based on 4 criteria:

1. Priority - formally defined outside the budget process – up to 9 points
2. Movement towards the desired service level – up to 3 points
3. Business case – economic return on investment – up to 5 points
4. Risk reduction – based on a before/after matrix of probability and consequences – up to 24 points

As a general rule, only requests that scored 20 or more points have been included in the budget. There were some exceptions made to this threshold on an individual basis. The remaining requests, which were deferred, are included in Appendix A.

There was no provision for service level enhancements in the base budget. Therefore only items that were self-funded, i.e. did not require additional budget, have been included.

### **Consistent with prior years, a 1% infrastructure levy is recommended**

The Infrastructure Levy is the increase in the annual contributions to the tax-supported Asset Replacement Fund (ARF). 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 (1.00%), 2016 (0.80%) and 2018 (0.68%). There was no increase in 2017.

For 2019, a 1% increase equates to \$585,000. CYFS, supported by its 10-year financial plan and asset management plan has requested \$120,000 (Newmarket share).of this.

### **The Mulock Farm Levy is treated as a separate levy**

There was a supplementary budget in 2018 to raise funds for debt servicing of the Mulock Farm purchase. The annual payments of \$1,460,000 required an additional 2.6% tax increase. As the payments are fixed for the 30 year life of the loan, there is no need to increase this levy.

Any tax levy increase adopted by Council will not apply to that amount. Consequently, each 1% increase in the tax levy generates \$585,000 in additional revenues and not \$600,000 as had been previously stated.

### **There is \$730,000 in extraordinary items being carried forward from 2018**

Extraordinary items are costs which would normally be included in the Base Budget but are considered separately because their magnitude would disrupt service levels if additional funding was not provided. These can be new regulatory requirements or substantial increases beyond normal inflation for the cost of goods and services. The practice has been to only include items that exceed normal inflationary or growth increases by \$100,000.

Of the items identified as part of the 2018 budget process, \$730,000 was deferred to 2019:

- Defending the Town's interests in terms of ongoing legal and assessment challenges, each of these areas 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 to deal with *Bill 148, A Plan for Fair Workplaces and Better Jobs*, was developed for the 2018 budget. The impact of the original legislation on the tax-supported budget was estimated to be \$1,560,000. It was decided to transition this over a 5-year period and \$280,000 was included in 2018. Although there have been changes to the legislation resulting in decreased costs, an additional \$400,000 is still required and the phase-in has been continued with an additional \$280,000 requested for 2019.

A Joint report from Human Resources and Financial Services will provide background on this item.

- Waste Management had requested additional costs of \$429,000 in the 2018 budget for the new waste management contract. These were beyond normal inflation and growth increases and were categorized as extraordinary. The final approved budget used reserves to defer \$150,000 of these costs to 2019.

The above items, deferred from 2018 to be factored into the 2019 budget, are equivalent to a 1.25% tax increase.

However, extraordinary items can also be reductions of expenses and there will be one in 2019. Vacancy Rebate tax reductions for businesses will no longer be paid in 2019. The Town's share of this should result in savings of about \$100,000 per year starting in 2019.

Consequently, the net impact of extraordinary items is \$630,000.



### **Growth revenues will continue to be used for growth-related expenses**

Assessment growth revenues are projected to be \$720,000 (1.23%). These revenues will be applied to the following growth-related expenses:

- Operating costs of previously approved growth-related capital - \$140,000
- Incremental growth in the base budget, i.e. snow plowing, waste management - cost increases for a growing population - \$76,000
- Fire Master Plan's phased in approach to adding another platoon of firefighters - \$254,000. The original request was for \$286,000, but this was reduced to stay within the funding envelope.
- Mulock Farm operating costs - \$250,000. This is in addition to the \$100,000 which had been included in the 2018 budget. The \$350,000 budget to maintain the property will be allocated as follows:
  - Additional staffing - \$230,000
  - Utilities and building maintenance - \$50,000
  - Snowplowing, grounds keeping, and other contracts and supplies - \$70,000

### **The rate-supported budgets are based on their 6-year financial plans**

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 on June 26, 2017. These plans formed the foundation for 2019 budget requests. The related fees and charges for 2019 were adopted on December 17, 2018.

	Revenue increase included in 6-year plan		Rate Increase for the average residential property	
Water	\$ 1,570,000	9.28%	5.10%	\$ 59.00
Wastewater	\$ 740,000	3.59%		
Stormwater	\$ 218,000	11.80%	11.80%	\$ 4.00

Water and Wastewater revenues will include the 3<sup>rd</sup> phase of the implementation of tiered water rates and a combined 5.1% increase in volumetric rates. The revenues generated provide for increases to costs and for contributions to the Asset Replacement Funds.

Building Permits do not have a multi-year plan but do have a substantial reserve fund. No budgeting challenges are anticipated in this area and fees remained unchanged for 2019.

### The capital budget includes \$27 million in new spending

The same rating system that was used for operating budget decision packages was also used for capital requests. \$4.8 million in projects were deferred for reconsideration in future years.

Sources of Funding	ARF	DC's	General	Other	Total
In \$ millions					
Replacement	\$ 13.6	\$ 0.2	\$ 0.2	\$ 3.3	\$ 17.3
Growth	2.1	5.6	0.4	1.2	9.3
Other	0.1		0.2	0.1	0.4
Total	\$ 15.8	\$ 5.8	\$ 0.8	\$ 4.6	\$ 27.0

There is sufficient funding for all of the new expenditures.

## Discussion

### A multi-pronged approach is recommended to deal with the budget challenges in the tax-supported operating budget

The rate-supported and capital budgets are straight forward, but the tax-supported budget is a challenge. This challenge is shared by all Ontario municipalities - doing more with less: the ongoing pressures to maintain or even enhance existing levels of service with minimal tax increases.

The table below summarizes the approaches recommended to address the budget challenges – starting point (from page 4), reductions and the resulting preliminary draft budget.

	Starting point	Reductions	Preliminary draft
CYFS	\$ 425,000	\$ - 69,000	\$ 356,000
Library grant	77,000	- 2,000	75,000
Town portion, net	\$ 1,456,000	- 561,000	\$ 895,000
	<b>\$ 1,958,000</b>	<b>\$ - 632,000</b>	<b>\$ 1,326,000</b>
Infrastructure levy	585,000		585,000
Mulock Farm levy	0		0
Extraordinary items	630,000	- 230,000	400,000
	<b>\$ 3,173,000</b>	<b>\$ - 862,000</b>	<b>\$ 2,311,000</b>
<b>Tax increase</b>	<b>5.42%</b>	<b>1.47%</b>	<b>3.95%</b>

### **A shift in the CYFS cost allocation will benefit Newmarket**

The costs of operating Central York Fire Services are split between Newmarket and Aurora applying an agreed upon formula which factors in population, assessment and call volume. Due to Aurora's higher rate of growth, Newmarket's share of the budget will decrease by \$69,000.

The Joint Services Agreement for CYFS gives Newmarket final authority over the budget after giving Aurora the opportunity to comment. It is suggested to modify the growth request (as noted on page 7); however, the base budget request seems reasonable.

### **The approved Library budget found savings**

The Newmarket Public Library Board approved a budget on May 16, 2018 with an increase less than the original allocation for the Library Grant, recognizing \$2,000 in efficiencies.

### **\$561,000 worth of savings and efficiencies were found in the base budget**

These can be summarized as follows:

- Salaries and wages - Town policy is to base the economic increase for salaries and wages on the annual increase in the Toronto CPI as reported for October of the year to the budget. For 2019, this would have meant an increase of 2.7%. A review of our municipal comparators indicated that a 1.85% increase would be more appropriate. This resulted in savings of \$250,000.
- New revenues – The approved fees and charges for 2019 included new revenue lines. It is difficult to forecast what their individual budget impact will be, especially in the first year of implementation; however, an additional \$60,000 is projected and included in the budget.
- Efficiencies – Throughout the preparation and review process, budget lines are assessed against their future needs and historical trends. \$159,000 was found this way.
- Mandatory items – The substantial increase in the cost of new mandatory items can be mitigated by \$92,000:
  - The Health & Safety Coordinator (Decision Package HR1) can be funded from the NEER reserve. This reserve is an accumulation of rebates from the Workers' Compensation Board for good performance. There is a sufficient balance to cover 3 years – not fully sustainable but allowing time for further review.
  - The Roads Operator (Decision Package DS10) can be filled by contract or casual staff with savings on benefits.

These savings, net of the increase in mandatory items, provide \$329,000 towards the extraordinary items.

### **Some of the extraordinary costs can be deferred**

There can be risk in deferring anticipated cost increases, however, circumstances may change and indicate that this risk can be managed and that the cost increases can be mitigated or postponed.

The projected results for 2018 indicate that tax adjustments will be \$200,000 over budget, as anticipated, and legal costs will also be over budget but not as significantly. There is also a \$370,000 surplus project. The \$300,000 increase for these provisions could be reduced to half, with the other half available in reserves set aside from the 2018 surplus to be used if needed. This gives another year to evaluate the requirements and does it at minimal risk.

Phase-in of the budget for Bill 148 could be extended. The 2019 increase of \$280,000 could be reduced to \$200,000, which is also the projected 2018 shortfall. This would leave the costs underfunded by \$200,000, but the remaining amount of the 2018 surplus would be available to offset this if required.

By using the 2018 surplus, the budget impact of the extraordinary items could be reduced by \$230,000. This will provide another year for re-evaluation, possibly to devise mitigating strategies or for circumstances to change. One risk is that the costs are just being deferred for another year. Another risk is that the anticipated surplus will not fully materialise. There is also the possibility that other needs made arise. For these reasons the use of reserves has not been maximized - \$230,000 of the anticipated \$370,000.

### **Reducing the infrastructure levy is not recommended**

In the past the Town has dealt with budget challenges by deferring increases in the tax-supported ARF. As a result, funding the tax-supported capital replacement programs has required borrowing from the rate-supported ARF. This loan is now over \$30 million and will eventually impair the capital program in the future. The 2018 BMA Study ranks Newmarket as the 3<sup>rd</sup> lowest municipality in terms of discretionary tax-supported reserves.

An Asset Replacement Fund Strategy had been proposed to Council in May. It was deferred for reconsideration in September this year.

### **Council has asked for options to reduce the tax increase**

The preliminary draft budget recommends a tax increase of 3.95%, which includes 1% for the infrastructure levy. Council has directed staff to prepare options for additional tax increase options:

1. A total tax rate not to exceed 3.2% (Consumer Price Index less 0.5% plus 1% for infrastructure)

The 0.75% decrease would require further budget reductions of \$439,000 and would save the average residential taxpayer about \$15 per year.

2. A total tax rate not to exceed 3% (inclusive of the infrastructure levy)

The required 0.96% decrease would require further budget reductions of \$562,000 and would save the average residential taxpayer about \$19 per year.

The Community Survey seems to indicate a high level of satisfaction (95%) and that residents believe that value is received for money (85%). Newmarket's property taxes are below the GTA average.

### **Newmarket's tax rates continue to be competitive**

Comparing property taxes between municipalities can be challenging. There are many methodologies which can lead to inconsistency and confusion. The Town's practice has been to use the Municipal Levy per Capita as reported by BMA Consulting in their annual study of Ontario municipalities. To be consistent with single tier municipalities (cities such as Toronto) and those that have different splits of authority (e.g., waste management cost allocation between regional/county and local municipalities), the calculation includes both upper and lower tier taxation.

For 2018, Newmarket's property taxes per capita were 10% (\$152) below the GTA average. In 2008, Newmarket was 12% (\$149) below the GTA average. Over the past 10 years, Newmarket's per capita levy has increased by 29% versus the GTA average of 26%.

While Newmarket has continued to be competitive in terms of tax rates; it must also continue to be vigilant and monitor its relative status to other municipalities.

### **Further budget reductions can be achieved by reducing the infrastructure levy**

In determining options for reductions, staff have reviewed where reductions would be the least problematic or ensure the least risk.

Extensive reductions have already been made in this budget. To find additional sustainable efficiencies would require extensive work and would have no guarantee of

success. Staff is preparing a separate report on the major initiatives that have been undertaken recently to review efficiencies, cost savings and effectiveness.

Service levels could be reduced (or “softened”) but in staff’s opinion, this is not the preferred approach. Council has yet to start setting strategic priorities which would provide guidelines to establish the desired service levels.

The remaining option is deferrals. There is risk with this option, as evidenced by the \$730,000 worth of extraordinary items carried over from 2018 to challenge the 2019 budget. \$230,000 of this, along with \$92,000 in mandatory items, is being carried forward to 2020.

Deferrals can buy time to find alternative solutions or to soften the blow by spreading out the impact. By this logic, the longer the term is the better. The budget line that has the longest time span is the infrastructure levy.

The budget recommendation includes a 1% increase in the infrastructure levy. This would be an additional \$585,000 contribution to the tax-supported Asset Replacement Fund (ARF). Reducing this to \$146,000 would result in a 3.20% tax increase. Reducing it to \$23,000 would be a 2.99% tax increase.

These reductions are not recommended but would be the easiest way to achieve the lower tax increase targets.

	Proposed	Option 1	Option 2
CYFS	0.61%	0.61%	0.61%
Library grant	0.13%	0.13%	0.13%
Town portion, net	1.53%	1.53%	1.53%
Mulock Farm levy	0.00%	0.00%	0.00%
Extraordinary items	0.68%	0.68%	0.68%
	<b>2.95%</b>	<b>2.95%</b>	<b>2.95%</b>
Infrastructure levy	1.00%	0.25%	0.04%
<b>Tax increase</b>	<b>3.95%</b>	<b>3.20%</b>	<b>2.99%</b>
<b>Impact on average residential property</b>	<b>\$ 77</b>	<b>\$ 62</b>	<b>\$ 58</b>

## Rate-Supported Financial Plans will be updated in 2019

Water and wastewater:

Newmarket’s combined water and wastewater rates for an average residence (annually using 200 cubic meters of water) are 14% above the York Region average; however, this gap is growing smaller. 10 years ago the gap was 18%. Most of this improvement

has been in the last 4 years. During that period, the Town's increases have been 20% while the Regional average has been 27%. As Newmarket approaches its goal of having a fully sustainable rate structure, the demand for fee increases has diminished.

Consideration was given to having an even lower rate increase in 2019. This was deferred until the issues that we are experiencing with flushing are addressed. There will be a separate report from Public Works Services on this matter. The resolution of this issue and the full implementation of tiered water rates, should allow for an updated financial plan that will bring Newmarket's water rates in line with the Regional average.

#### Stormwater:

The original stormwater rate structure did not factor in low impact development (LID). There are insufficient funds for these projects. This will be considered when the 6-year financial plan is updated and an asset management plan (AMP) is developed for stormwater in 2019.

#### Building Permits:

The Building Permit Fee reserve fund is substantial. While this does not create any budgetary challenges, it still needs to be addressed. A 6-year financial plan will be developed in 2019 for the Building department, similar to those for the other rate groups.

### **The Capital Budget is within the available funding envelopes**

The proposed 2019 capital budget is reasonable; however, when considered within the larger context, further work is required. From 2018 and previous years, there will be substantial capital carryovers of projects with approved funding that have not been completed yet. This is hindering proper long-term planning and draining our reserve funds.

These issues will be dealt with later in the year through the following initiatives – the 2019 Development Charges Bylaw update, the Asset Management Strategy and the development of Asset Management Plans.

## **Conclusion**

#### **Upcoming dates:**

- January 21 – budget information available to public and on website
- January 28 - Special Committee of the Whole – Capital Budget and Asset Replacement Fund
- February 4 – Special Committee of the Whole – Operating Budgets
- February 25 – Committee of the Whole regular meeting with draft budgets and Community Engagement Phase 2 Update
- March 4 – Target for Council approval of the Budget



There will also be opportunities for Councillors to meet with or to obtain additional information from the Treasurer or other members of staff.

## **Business Plan and Strategic Plan Linkages**

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

## **Consultation**

### **The Community Survey indicated a high approval rating**

The Newmarket Citizen Satisfaction Survey was conducted in June and July of 2018. The headline result was that 95% of residents surveyed are satisfied with Newmarket as a place to live. Of even more significance was that 85% indicated that they were receiving at least fair value for their taxes and user fees.

Council will be diving deeper into these results when they set their priorities for the term. However, from the survey results it appears that Newmarket residents do not feel over-taxed.

### **Communications: Phase Two of Community Engagement will commence**

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 strategies are also planned for Phase Two engagement.

## **Human Resource Considerations**

The preliminary draft budgets include adding 6 full time equivalent (FTE's) positions to the staffing complement. These are:

- 2 municipal enforcement officers funded by the additional revenues that they will generate
- 4 firefighters for Central York Fire Services. This would result in 16 of the 20 positions being filled for the 7<sup>th</sup> platoon to be at the new fire station. These costs are shared with the Town of Aurora.

## Budget Impact

On December 17, Council set funding limits for the Town's 2019 Budgets. This included options for the tax-supported operating budget and the use of 6-Year Financial Plans for the rate-supported budgets.

The preliminary draft tax-supported budget would require a 3.95% tax increase, which includes an additional 1.0% as an infrastructure levy and no additional levy for the Mulock Farm. Options include reducing this increase to 3.2% and to below 3.0%.

The combined water and wastewater increase would increase the cost to the average residence by 5.1%. The stormwater budget would increase the cost to the average residence by 11.8%.

Depending upon the tax increase option selected, the annual impact to the average residential property would be \$121 to \$140.

Increase	Proposed	Option 1	Option 2
Property tax	\$ 77	\$ 62	\$ 58
Water / wastewater	59	59	59
Stormwater	4	4	4
<b>Total</b>	<b>\$ 140</b>	<b>\$ 125</b>	<b>\$ 121</b>

## Attachments

Appendix A – Summary of Operating Budget Decision Packages

Appendix B – Summary of Capital Budget Decision Packages

## Approval

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

Lisa Lyons  
Acting Commissioner of Corporate Services

## Contact

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Appendix A - 2019 Operating Decision Packages (Tax-Supported)								
Form #	FTE	Initiative Name	Area Responsible	Mandatory/ Legislative	Evaluation Total Score	Operating Cost	Revenue / Recovery / Offset	Total Net Operating Cost
<b>RECOMMENDED</b>								
DIS 24		Land Use and Permit Tracking	Building	No	27	44,411	-44,411	0
DIS 21		Water Digitization Software Annual Maintenance Fee	Water & Wastewater	No	27	15,000	-15,000	0
DIS 9		Fredrick Curran Sanitary Sewer Pumping Station Maintenance	Water & Waste Water	No	27	20,000	-20,000	0
LEG5		Consultant Services for a Records and Information Management Strategy	Legislative Services	No	23	40,000	-40,000	0
LEG6	2	Hire 2 Municipal Enforcement Officers and equipment	Legislative Services	No	21	158,156	-160,000	-1,844
DIS 25		Land Use and Permit Tracking	Planning	No	20	30,746	-30,000	746
DIS 26		Land Use and Permit Tracking	Engineering	No	20	30,746	-30,746	0
PARK 8		Clear Fire Ants at SWM Pond	PWS-Parks	No	17	35,000	-35,000	0
ISI 2	contract	Grant Coordinator Contract Extension	Innovation & SI	No	21	67,005	-67,000	5
ENG 1		Bridges & Culvert Inspection	Engineering	Yes	36	110,000	-55,000	55,000
DIS 18	casual	Parks - Winter Sidewalk Patroller and Equipment	PWS - Parks	Yes	27	56,339	0	56,339
DIS 10	casual	Roads Operator	PWS - Operations	Yes	27	55,898	0	55,898
DIS 22	casual	Summer Sidewalk Inspection and Maintenance Program	PWS - Roads	Yes	27	21,600	0	21,600
DIS 23		Sidewalk Programs- Increased Maintenance Request Per Legislation	PWS - Roads	Yes	27	10,000	0	10,000
LEG3		Increase to Integrity Commissioner Budget Account	Legislative Services	Yes	27	10,000	0	10,000
HR 1	casual	Health & Safety Coordinator	Human Resources	Yes	24	106,240	-106,240	0
IT 6		eMeeting Management Suite Annual Costs	IT	Yes	18	25,000	0	25,000
<b>TOTAL RECOMMENDED</b>						<b>836,141</b>	<b>-603,397</b>	<b>232,744</b>
<b>GROWTH</b>								
CYFS 2	4	4 Additional Firefighters	CYFS	No	17	370,875	-152,430	218,445
<b>TOTAL GROWTH</b>						<b>370,875</b>	<b>-152,430</b>	<b>218,445</b>

Form #	FTE	Initiative Name	Area Responsible	Mandatory/ Legislative	Evaluation Total Score	Operating Cost	Revenue / Recovery / Offset	Total Net Operating Cost
<b>DEFERRED</b>								
CUST 1	0.5	Two Regular Part-time toTwo FTE	Customer Services Department	No	25	173,547	-117,958	55,589
CUST 2	casual	Maintain established service levels while managing growth & increased complexity in services	Customer Services Department	No	25	271,440	-210,600	60,840
FIN 1	1	Tax Clerk - Property Tax & Assessment	Finance	No	24	72,017	-35,000	37,017
DIS 3	1	Administrative Assistant - Fleet (Contract to Permanent Full -time)	PWS - Fleet	No	23	71,549	-34,992	36,557
DIS 15	1	Marianneville Glenway Property Maintenance	PWS - Parks	No	23	71,549	0	71,549
DIS 4		Contracted Court Plowing for Winter Maintenance	PWS - Roads	No	23	70,000	0	70,000
PRO1		Procurement Software - Orbidder	Procurement Services	No	23	12,000	0	12,000
ENG 2		CCTV Program	Engineering	No	23	100,000	0	100,000
DIS 13	casual	General Parks Response Crew	PWS - Parks	No	22	48,600	0	48,600
PRO2	1	Dedicated Senior Procurement Officer for Public Works Services	Legal and Procurement Services	No	22	114,631	0	114,631
LGL 1	1	Law Clerk	Legal Services	No	21	103,275	0	103,275
DIS 5	1	Facilities Maintenance Operator	PWS - Facilities	No	20	76,677	0	76,677
IT 1	1	Convert GIS Technician to GIS Analyst	Information Technology	No	19	94,086	-76,362	17,724
ISI1		Digital Engagement - HeyNewmarket Website	Innovation & SI	No	18	25,000	0	25,000
EDO 2		Financial Incentive Program - Development Opportunties from Davis Drive to Millard	Economic Development	No	18	50,000	0	50,000
IT 9	1	Project Manager/Business Analyst	Information Technology	No	17	115,631	0	115,631
IT 10	1	Data Analyst	Information Technology	No	17	104,812	0	104,812
DIS 8	1	Facility Worker Conversion	PWS - Facilities	No	16	63,232	-40,014	23,218
DIS 11		Washroom Cleaning & Securing Contract	PWS - Parks	No	15	72,000	-43,560	28,440
HR 2	1	Human Resources Generalist	Human Resources	No	14	72,800	-58,240	14,560
REC1	2	Program Coordinator Role Conversion	Recreation & Culture	No	12	244,406	-206,217	38,189
REC2	1	Facility Booking Administrator Role Conversion	Recreation & Culture	No	12	102,292	0	102,292
ISI 3	1	Innovation Project Analyst	Innovation & SI	No	12	107,283	0	107,283
LIB1		Monday Service (1 pm - 9 pm)	Library	No	12	69,263	-622	68,641
LEG 1	1	Conversion of Claims and Risk Analyst position to full- time permanent	Legislative Services	No	11	102,639	-54,514	48,125

Form #	FTE	Initiative Name	Area Responsible	Mandatory/ Legislative	Evaluation Total Score	Operating Cost	Revenue / Recovery / Offset	Total Net Operating Cost
DIS 12	2	Conversion of 2 Park Attendants to Full-time	PWS - Parks	No	10	143,099	-117,786	25,312
DIS 16	1	Parks- Natural Heritage Coordinator FTE	PWS - Parks	No	10	107,156	0	107,156
LEG4	1	Full-time permanent Records Analyst position	Legislative Services	No	8	63,688	0	63,688
CYFS 1	casual	Additional Office Assistant Summer Student	CYFS	No	8	7,725	0	7,725
DIS 2	1	Conversion of P/T Casual Security Guard to Full-Time	395 Mulock Building	No	5	44,800	-8,100	36,700
<b>TOTAL DEFERRED</b>						<b>2,775,198</b>	<b>-1,003,965</b>	<b>1,771,232</b>
				<b>TOTAL REQUESTED</b>		<b>3,982,214</b>	<b>-1,759,792</b>	<b>2,222,421</b>





### Appendix B - Summary of Capital Budget Decision Packages

Form #	Category	Project Name	Department / Area	Points	Total Budget Request	Asset Replacement Fund	Development Charges	Operating/ General Funding	Reserves & Reserve Funds	Gas Tax	Other Funding	Future Operating Impact
<b>RECOMMENDED</b>												
ENG 6	Replacement	2019 Bridges and Culverts Program	ENG - Bridges	36	\$1,001,000	\$1,001,000	\$0	\$0	\$0	\$0	\$0	\$0
FAC 18	Replacement	Ray Twinney Complex Arena 2 Score clock replacement	PWS - Facilities	31	\$16,000	\$0	\$0	\$16,000	\$0	\$0	\$0	\$0
BLD 6	Replacement	395 Building Upgrades and Ongoing Yearly Maintenance	Building	30	\$160,000	\$160,000	\$0	\$0	\$0	\$0	\$0	-\$8,345
FAC 2	Replacement	Magna Screw Compressors for Refridgeration Room	PWS - Facilities	30	\$140,000	\$140,000	\$0	\$0	\$0	\$0	\$0	\$0
ROAD 3	Replacement	Fleet Replacements	PWS - Roads	30	\$2,404,000	\$2,404,000	\$0	\$0	\$0	\$0	\$0	\$0
ENG 1	Other	Corporate Climate Change Risk and Vulnerability Assessment	ENG - Storm Water	29	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000	\$0
CYFS 3	Replacement	Lifecycle Replacement of Personal Protective Equipment	CYFS	29	\$71,000	\$71,000	\$0	\$0	\$0	\$0	\$0	\$0
BLD 3	Replacement	Building Automated System	Building	28	\$110,000	\$110,000	\$0	\$0	\$0	\$0	\$0	-\$5,500
BLD 5	Replacement	Roof Replacement over Leased Space (Rogers)	Building	27	\$120,000	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0
ENG 3	Replacement	Stormwater Management Pond Clean Outs/ Retrofits	ENG - Storm Water	27	\$660,000	\$0	\$0	\$0	\$660,000	\$0	\$0	\$0
ENG 4	Growth	Active Transportation Implementation Plan - Harry Walker Parkway	ENG - Transportation	27	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000	\$6,000
FAC 10	Other	Power Generators for Magna Centre	PWS - Facilities	27	\$75,000	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0
FAC 11	Replacement	Haskett Park Washroom Replacement	PWS - Facilities	27	\$150,000	\$120,000	\$30,000	\$0	\$0	\$0	\$0	\$0
FAC 13	Replacement	Ray Twinney Pool Stainless Steel Railings	PWS - Facilities	27	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0
FAC 15	Replacement	Ray Twinney Complex Pool Slide Repair	PWS - Facilities	27	\$17,000	\$0	\$0	\$17,000	\$0	\$0	\$0	\$0
FAC 6	Replacement	Youth Centre Skateboard Park Epoxy Floor Repair	PWS - Facilities	27	\$22,000	\$0	\$0	\$22,000	\$0	\$0	\$0	\$0

Form #	Category	Project Name	Department / Area	Points	Total Budget Request	Asset Replacement Fund	Development Charges	Operating/ General Funding	Reserves & Reserve Funds	Gas Tax	Other Funding	Future Operating Impact
FAC 9	Other	Upgrade to Community Centre Filter System	PWS - Facilities	27	\$22,000	\$22,000	\$0	\$0	\$0	\$0	\$0	\$0
ROAD 7	Replacement	Road Resurfacing Program	PWS - Roads	27	\$1,600,000	\$1,600,000	\$0	\$0	\$0	\$0	\$0	\$0
WW2	Growth	Colorimetric Chlorine Analysers	PWS - Water/Waste Water	27	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0
PARK 29	Other	Parks-Winter Sidewalk Maintenance Equipment	PWS-Parks	27	\$58,000	\$0	\$0	\$58,000	\$0	\$0	\$0	\$0
ENG 2	Replacement	Low Impact Development and New Stormwater Facilities	ENG - Storm Water	26	\$800,000	\$800,000	\$0	\$0	\$0	\$0	\$0	\$45,000
ENG 5	Growth	Active Transportation Implementation Plan - Stackhouse Road	ENG - Transportation	26	\$12,000	\$0	\$12,000	\$0	\$0	\$0	\$0	\$6,000
ENG 7	Replacement	Municipal Infrastructure Projects	ENG - Roads	26	\$6,608,000	\$3,949,000	\$0	\$0	\$0	\$2,555,000	\$104,000	\$0
PARK 5	Replacement	Sport Field Protective Netting- Phase II	PWS - Parks	26	\$250,000	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0
PARK 6	Replacement	RJT Complex Parking Lot Rehab	PWS - Parks	26	\$1,101,000	\$1,101,000	\$0	\$0	\$0	\$0	\$0	\$0
IT 3	Replacement	Upgrade/Replace Server Room Equip.	IT	26	\$209,692	\$209,692	\$0	\$0	\$0	\$0	\$0	\$0
FAC 16	Replacement	Ray Twinney Complex Pool Tile Repair	PWS - Facilities	25	\$25,000	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0
FAC 8	Other	Ray Twinney Curved Stanchions Rink 1	PWS - Facilities	24	\$15,000	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0
ROAD 1	Replacement	Newmarket Community Center Surge Tank	PWS - Enviro	24	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0
ENG 10	Growth	Trails & Off-Road Active Transportation	ENG - Trails	23	\$2,387,000	\$0	\$2,148,300	\$238,700	\$0	\$0	\$0	\$0
PARK 10	Replacement	George Richardson Field 4 and 5 Improvement	PWS - Parks	23	\$125,000	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0
PARK 11	Replacement	John Smith Trail Paving from Gravel	PWS - Parks	23	\$275,000	\$0	\$140,000	\$135,000	\$0	\$0	\$0	\$0
PARK 26	Growth	Equipment for Trail Implementation	PWS Parks	23	\$150,000	\$0	\$135,000	\$15,000	\$0	\$0	\$0	\$0
FAC 3	Replacement	Museum Carpet	PWS - Facilities	22	\$38,000	\$38,000	\$0	\$0	\$0	\$0	\$0	\$0
PARK 13	Growth	Trail Solar Lighting at Jim Bond Park	PWS - Parks	22	\$90,000	\$0	\$81,000	\$9,000	\$0	\$0	\$0	\$0

Form #	Category	Project Name	Department / Area	Points	Total Budget Request	Asset Replacement Fund	Development Charges	Operating/ General Funding	Reserves & Reserve Funds	Gas Tax	Other Funding	Future Operating Impact
PARK 14	Growth	Trail Lighting at Sunnyhill Park	PWS - Parks	22	\$90,000	\$0	\$81,000	\$9,000	\$0	\$0	\$0	\$0
PARK 15	Growth	Trail Lighting at Drew Doak Park	PWS - Parks	22	\$90,000	\$0	\$81,000	\$9,000	\$0	\$0	\$0	\$0
PARK 16	Growth	Trail Solar Lighting at Audrie Sanderson Park	PWS - Parks	22	\$90,000	\$0	\$81,000	\$9,000	\$0	\$0	\$0	\$0
PARK 17	Growth	Trail Lighting at Ken Sturgeon Park	PWS - Parks	22	\$90,000	\$0	\$81,000	\$9,000	\$0	\$0	\$0	\$0
PARK 18	Growth	Trail Solar Lighting at George Luseby Park	PWS - Parks	22	\$100,000	\$0	\$90,000	\$10,000	\$0	\$0	\$0	\$0
PARK 20	Growth	Environmental Park Solar Lighting	PWS - Parks	22	\$30,000	\$0	\$27,000	\$3,000	\$0	\$0	\$0	\$0
ROAD 10	Replacement	Cedar Street Lighting	PWS - Roads	22	\$40,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0
FAC 17	Replacement	Magna Centre Pool Pumps Replacement	PWS - Facilities	21	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0
PARK 21	Other	Story Pod	PWS-Parks	21	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0
PARK 25	Growth	Truck and Equipment for Parks New Grass Crew	PWS Parks	21	\$150,000	\$0	\$135,000	\$15,000	\$0	\$0	\$0	\$0
IT 5	Replacement	Upgrade/Replace Desktop and Peripheral	IT	21	\$169,073	\$169,073	\$0	\$0	\$0	\$0	\$0	\$0
IT 4	Replacement	Upgrade/Replace ERP Systems	IT	21	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0
IT 2	Replacement	Upgrade/Replace GIS Systems	IT	21	\$50,000	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0
IT 7	Replacement	Town Website Upgrade	IT	21	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0
BLD 4	Replacement	Cooling Tower Replacement	Building	20	\$300,000	\$300,000	\$0	\$0	\$0	\$0	\$0	-\$10,000
ENG 9	Growth	Recreation Playbook Implementation	ENG - Parks	20	\$665,000	\$0	\$598,500	\$66,500	\$0	\$0	\$0	\$33,000
FAC 1	Growth	Industrial Floor Machine	PWS - Facilities	20	\$27,000	\$27,000	\$0	\$0	\$0	\$0	\$0	\$0
FAC 12	Replacement	Ray Twinney Pool Changerooms Renovation	PWS - Facilities	20	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0
PARK 4	Replacement	Sport Field Lighting Phase II	PWS - Parks	20	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0

Form #	Category	Project Name	Department / Area	Points	Total Budget Request	Asset Replacement Fund	Development Charges	Operating/ General Funding	Reserves & Reserve Funds	Gas Tax	Other Funding	Future Operating Impact
PLN 1	Growth	Urban Design Guidelines	Planning	20	\$50,000	\$0	\$45,000	\$5,000	\$0	\$0	\$0	\$0
PLN 2	Other	Built Heritage Resources	Planning	20	\$10,000	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0
ROAD 2	Growth	Street Lighting for Mulock Dr.	PWS - Roads	20	\$80,000	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0
ROAD 9	Growth	Bathurst St. Street Light Installation	PWS - Roads	20	\$80,000	\$0	\$80,000	\$0	\$0	\$0	\$0	\$0
CYFS 5	Growth	Personal Protective Equipment & Uniforms for New Recruits	CYFS	20	\$36,000	\$0	\$36,000	\$0	\$0	\$0	\$0	\$0
CYFS 6	Replacement	Replacement of Equipment	CYFS	20	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0
CYFS 9	Growth	Station 4-5 Additional Funding	CYFS	20	\$4,810,000	\$2,072,800	\$1,631,400	\$0	\$0	\$0	\$1,105,800	\$0
PARK 3	Growth	Forestry-Stump Grinder and Trailer	PWS - Parks	19	\$130,000	\$0	\$117,000	\$0	\$13,000	\$0	\$0	-\$15,000
PARK 24	Growth	Purchase Two Pickup Trucks for Parks	PWS Parks	19	\$90,000	\$0	\$81,000	\$9,000	\$0	\$0	\$0	\$0
ROAD 6	Other	Portable Information Signs (Solar)	PWS - Roads	19	\$65,000	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0
TOTAL RECOMMENDED					\$26,933,765	\$15,749,565	\$5,791,200	\$835,200	\$683,000	\$2,555,000	\$1,319,800	\$51,155

Form #	Category	Project Name	Department / Area	Points	Total Budget Request	Asset Replacement Fund	Development Charges	Operating/ General Funding	Reserves & Reserve Funds	Gas Tax	Other Funding	Future Operating Impact
<b>DEFERRED</b>												
PARK 28	Growth	Truck and Equipment for Marianneville Glenway	PWS-Parks	23	\$115,000	\$0	\$103,500	\$11,500	\$0	\$0	\$0	\$0
PARK 27	Growth	Truck and Equipment for Parks	PWS-Parks	22	\$85,000	\$0	\$76,500	\$8,500	\$0	\$0	\$0	\$0
FAC 19	Growth	New Vehicle for Facility Maintenance Worker	PWS-Facilities	20	\$65,000	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0
ROAD 8	Other	Kingdale Road Shoulder Rehabilitation	PWS - Roads	19	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0
PARK 1	Growth	Forestry Trailer and Water Tank for Maintaining Younger Trees	PWS - Parks	18	\$30,000	\$0	\$30,000	\$0	\$0	\$0	\$0	\$0
FAC 14	Replacement	Ray Twinney Pool LED Lighting Retrofit	PWS - Facilities	17	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0
FAC 4	Growth	Washbay Industrial Vacuum System at Operations Centre	PWS - Facilities	17	\$9,000	\$0	\$9,000	\$0	\$0	\$0	\$0	\$0
PARK 2	Other	Tree Canopy Increasing Planting	PWS - Parks	17	\$90,000	\$0	\$0	\$0	\$90,000	\$0	\$0	\$0
ROAD 5	Replacement	Operations Centre Yard Improvements	PWS - Roads	17	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0
LIB 1	Replacement	Computer Hardware/Software	Library	17	\$142,300	\$142,300	\$0	\$0	\$0	\$0	\$0	\$0
PARK 9	Replacement	Rubber Surfacing for AODA Playgrounds	PWS - Parks	16	\$1,308,000	\$654,000	\$654,000	\$0	\$0	\$0	\$0	\$0
PLN 8	Other	Electric Vehicle Charging Station Network	Planning	16	\$63,000	\$0	\$0	\$0	\$0	\$0	\$63,000	-\$6,300
CYFS 1	Replacement	Replacement of Auto Extrication Equipment	CYFS	16	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0
FAC 5	Replacement	Youth Centre Multi-Purpose Room Upgrade and Commercial Grade	PWS - Facilities	15	\$45,000	\$0	\$0	\$45,000	\$0	\$0	\$0	\$0
PARK 19	Replacement	Riverwalk Commons Lighting Features	PWS - Parks	15	\$55,000	\$55,000	\$0	\$0	\$0	\$0	\$0	\$0
PARK 23	Growth	Self Cleaning Washroom	PWS-Parks	15	\$150,000	\$0	\$135,000	\$15,000	\$0	\$0	\$0	\$0
WW1	Growth	To Purchase a Mobile Water Filling Station - Quench Buggy	PWS - Water/Waste Water	15	\$45,000	\$0	\$0	\$0	\$0	\$0	\$45,000	\$0
LGS 1	Other	New Vehicle and Equipment	Legislative	14	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	-\$2,400
RC & FAC 1	Growth	Magna Centre- Multi-purpose Room #3 and #4 expansion	RC & PWS Facilities	13	\$85,000	\$0	\$0	\$85,000	\$0	\$0	\$0	\$0
RC & FAC 2	Growth	Magna Centre- Fitness Studio Improvements	RC & PWS Facilities	13	\$100,000	\$0	\$90,000	\$10,000	\$0	\$0	\$0	\$0

Form #	Category	Project Name	Department / Area	Points	Total Budget Request	Asset Replacement Fund	Development Charges	Operating/ General Funding	Reserves & Reserve Funds	Gas Tax	Other Funding	Future Operating Impact
ROAD 4	Growth	Bathurst St. Paving	PWS - Roads	13	\$275,000	\$0	\$275,000	\$0	\$0	\$0	\$0	\$0
LIB 2	Replacement	Equipment Replacement	Library	13	\$18,400	\$18,400	\$0	\$0	\$0	\$0	\$0	\$0
BLD 7	Replacement	Replacement and Upgrade of CCTV Cameras	Building	12	\$75,000	\$41,000	\$0	\$34,000	\$0	\$0	\$0	\$0
FAC 7	Other	Facilities Pick Up Truck	PWS - Facilities	12	\$35,000	\$0	\$31,500	\$3,500	\$0	\$0	\$0	\$0
RC &FAC 4	Growth	Seniors Meeting Place- Hall 3 Windows	RC & PWS Facilities	12	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0
RC &FAC 5	Growth	Hall of Fame Expansion	RC & PWS Facilities	12	\$25,000	\$0	\$0	\$25,000	\$0	\$0	\$0	\$0
CYFS 4	Growth	CYFS Master Fire Plan	CYFS	12	\$125,000	\$0	\$125,000	\$0	\$0	\$0	\$0	\$0
IT 11	Other	Analytics for Trails & Soofa Benches	IT	12	\$12,000	\$0	\$0	\$12,000	\$0	\$0	\$0	\$0
PARK 12	Replacement	Paving of Limestone Walkways at Ken Sturgeon Park	PWS - Parks	10	\$125,000	\$0	\$65,000	\$60,000	\$0	\$0	\$0	\$0
CYFS 7	Replacement	Replacement of Light Vehicle 11-17 (CH 46)	CYFS	10	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0
RC 1	Replacement	Theatre Technical Component Asset Replacement	Recreation and Culture	9	\$116,710	\$116,710	\$0	\$0	\$0	\$0	\$0	\$0
CYFS 8	Replacement	Resurfacing and Reconstructing of Station 4-2 Parking Lot	CYFS	7	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0
CYFS 2	Replacement	Replacement of HazMat Truck	CYFS	5	\$950,000	\$950,000	\$0	\$0	\$0	\$0	\$0	\$0
RC &FAC 6	Growth	Magna Centre- Board Room/MP 5 Wall Divider	RC & PWS Facilities	3	\$80,000	\$0	\$0	\$80,000	\$0	\$0	\$0	\$0
RC &FAC 7	Replacement	Magna Centre - Way Signage	RC & PWS Facilities	3	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL DEFERRED</b>					<b>\$4,824,410</b>	<b>\$2,427,410</b>	<b>\$1,694,500</b>	<b>\$504,500</b>	<b>\$90,000</b>	<b>\$0</b>	<b>\$108,000</b>	<b>-\$8,700</b>
<b>TOTAL REQUESTED</b>					<b>\$31,758,175</b>	<b>\$18,176,975</b>	<b>\$7,485,700</b>	<b>\$1,339,700</b>	<b>\$773,000</b>	<b>\$2,555,000</b>	<b>\$1,427,800</b>	<b>\$42,455</b>

**From:** Sarah Cruickshank [<mailto:sarah.cruickshank@cancer.ca>]  
**Sent:** November 29, 2018 2:31 PM  
**To:** Lyons, Lisa  
**Subject:** Municipal Tobacco Retail Licences

Dear Mayor and Council,

On behalf of the Canadian Cancer Society, I am writing to urge that the City of Newmarket require that all tobacco retailers in the municipality be licensed and pay an annual licence fee, as other municipalities in Ontario have done. Attached please find a summary list of municipal tobacco licence fees in Canada, as well as an accompanying rationale.

We also recommend that electronic vendors be required to have a licence and to pay a licence fee, as has been required in Hamilton and London.

Please do not hesitate to contact me if I can provide further information.

Best regards,  
Sarah Cruickshank



**Sarah Cruickshank**  
Senior Coordinator, Public Issues

**Email** [sarah.cruickshank@cancer.ca](mailto:sarah.cruickshank@cancer.ca)  
**Tel** 416-323-7112 **Fax** 416-488-2872  
55 St Clair Avenue West, Suite 500  
Toronto, Ontario M4V 2Y7

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## Ontario Municipal Tobacco Retail Licence Fees Should be Increased

November 2018

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### Issue Overview

Municipalities in Ontario have the ability to require municipal licences for tobacco retailers and to determine licence fees. The Canadian Cancer Society believes that all Ontario municipalities should require tobacco retail licences and that municipalities should substantially increase tobacco retail licence fees.

### Why Implement a Retail Licence Fee?

#### 1. Increase revenue

Licensing is an opportunity to generate revenue for municipalities. For example, for every 100 retailers, a \$500 annual licence fee would raise \$50,000 per year.

#### 2. Assist with enforcement

Without licences, there is no record of who is selling tobacco products in the community. Knowing the location of all retailers assists inspectors efficiently enforcing laws regarding tobacco sales to minors, tobacco displays/promotion, flavoured tobacco products and contraband. Furthermore, if there is a violation of the law, the possibility of suspending a licence provides enforcement officers with an effective tool.

#### 3. Ensure responsibility

Given the addictive nature of the product, it is perfectly reasonable to require that a licence be necessary to sell tobacco products and that a licence fee be required.

#### 4. Cost recovery

Revenue from tobacco licences can offset municipal costs, such as those related to enforcement and to litter.

Municipalities have the opportunity to increase revenue and to assist with tobacco control enforcement activities. Many municipalities have already adopted licensing systems, as summarized on the next page.

Retailers selling electronic cigarettes (vaping products) should also be required to have an annual licence and to pay an annual fee, as Hamilton and London have required. The rationale for such a requirement is similar to the licence requirement for tobacco retailers.



## List of Municipal Tobacco Retail Licence Fees (Annual Fees)

### Ontario

Ottawa	\$893
Hamilton	\$637
Markham	\$383
Richmond Hill	\$297
London	\$277
Kingston	\$275
Brampton	\$228
Mississauga	\$220
Vaughan	\$222
Windsor	\$191
Greater Sudbury	\$150
Chatham-Kent	\$150
Burlington	\$145
North Bay	\$50
Cornwall	\$40

### Alberta

Lloydminster, AB/SK (if flavoured tobacco sold)	\$1100
Lloydminster, AB/SK (if flavoured tobacco not sold)	\$750
St. Albert	\$714
Edmonton	\$479
Hinton	\$160
Calgary	\$146

## Municipal Licence Fees for E-Cigarette Retailers (Annual Fees)

Hamilton	\$559 (or \$68 additional fee if also have tobacco retailer licence)
London	\$277

Municipal tobacco retailer licensing fees are not known to have been required in premises outside Ontario and Alberta.

### For more information, please contact:

Sarah Cruickshank  
 Senior Coordinator, Public Issues  
 Email: [sarah.cruickshank@cancer.ca](mailto:sarah.cruickshank@cancer.ca)  
 Tel: 416-323-7112



December 19, 2018

Dear Mayor Taylor and Newmarket Council,

**RE: Bill 66, Restoring Ontario's Competitiveness Act**

The [Rescue Lake Simcoe Coalition](#) represents 17 local groups of citizens who are concerned about the health of Lake Simcoe. The [Simcoe County Greenbelt Coalition](#) represents 35 groups from across Simcoe County and the province including ratepayers, naturalists, indigenous communities and climate advocates who want to create a more prosperous Simcoe County through protection of our water, green spaces and sustainable development.

Recently, the provincial government tabled Bill 66, Restoring Ontario's Competitiveness Act. This bill would enable municipalities to pass an Open for Business Bylaw which would remove key protective policies for our water, farmland and green spaces in favour of expediently processing development applications which may create employment opportunities. These policies which are under attack are not small, insignificant pieces of legislation. Rather they are keystone policies that keep our water clean and safe to drink, including the Clean Water Act, the Lake Simcoe Protection Plan and the Great Lakes Protection Act.

Our coalitions stand behind these protective policies and their implementation because we know that local economies and the public's health rely on them. For example, Lake Simcoe contributes \$200 M per year to its regional economy. The Clean Water Act, which was a direct to the tragedies in Walkerton, ensures that drinking water sources for Ontarians are free from contamination. We appreciate the need for economic opportunities, but we strongly believe that economic opportunities do not have to come at the expense of our drinking water, lakes or green spaces.

And some of your fellow mayors agree with us on that point. On Thursday December 13<sup>th</sup>, the Mayor of Barrie, [Jeff Lehman, added his name](#) to the growing list of Mayors who have criticized Bill 66. The Mayors of [Hamilton, Burlington](#), Halton Hills, Milton, Aurora, Oakville and [Guelph](#) have also come out against [Bill 66](#). These mayors appreciate the need to protect public health and understand their economies depend on a healthy environment.

Many citizens are very concerned about Bill 66. They want to hear that their councils believe community development and protection of our environment can coexist and be mutually supportive. To learn more about Bill 66 see the Canadian Environmental Law Association's briefing document at : <http://www.cela.ca/sites/cela.ca/files/CELABriefingNote-Bill66andCWA.pdf>

Today, we are calling on all municipal councils in the Lake Simcoe watershed, and in Simcoe County, to reassure those citizens that their water and green spaces won't be sacrificed. We respectfully ask that your council put safety and good regulation first and publicly commit not to use Bill 66. To that end, we enclose an example motion which could be considered by your council.

We would appreciate notification of any actions taken by Council regarding Bill 66.

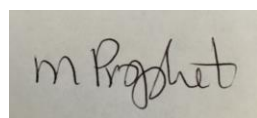
Sincerely,

A handwritten signature in black ink, appearing to read "Claire Malcolmson", written over a light blue grid background.

Claire Malcolmson

Executive Director, Rescue Lake Simcoe Coalition

[rescuelakesimcoecoalition@gmail.com](mailto:rescuelakesimcoecoalition@gmail.com)

A handwritten signature in black ink, appearing to read "m Prophet", written on a light grey rectangular background.

Margaret Prophet

Executive Director, Simcoe County Greenbelt Coalition

[margaret@simcoecountygreenbelt.ca](mailto:margaret@simcoecountygreenbelt.ca)

Keeping XX open for business without jeopardizing safe drinking water and other environmental protections.

WHEREAS, the Government of Ontario has introduced Bill 66, An Act to restore Ontario's competitiveness by amending or repealing certain Acts; and

WHEREAS, Schedule 10 of Bill 66 would amend the *Planning Act* to allow municipalities to pass "open-for-business planning by-laws"; and

WHEREAS Bill 66 would allow open-for-business planning by-laws to override important planning, drinking water, agricultural and other environmental protections contained in the *Clean Water Act, 2006*, the Provincial Policy Statement, and other provincial policies, plans, and legislation; and

WHEREAS, the content Bill 66 was never discussed with XX residents in either the recent provincial or municipal elections; and

WHEREAS no notice or public hearing is required prior to the passing of an open-for-business planning by-law nor any appeals rights thereafter; and

WHEREAS, protections included in the *Clean Water Act, 2006* and in the corresponding approved XX Source Protection Plan are critical to the health of XX residents;

THEREFORE BE IT RESOLVED,

THAT the Town/City of XX opposes Schedule 10 of Bill 66, An Act to restore Ontario's competitiveness by amending or repealing certain Acts and calls for its removal from the Bill; and

THAT notwithstanding the future adoption of Bill 66, the Town/City of xx will not exercise the powers granted to it in Schedule 10 or any successor sections or schedules to pass open-for-business planning by-laws for the duration of this term of office;

THAT this resolution be distributed to: the leaders of all parties represented in the Legislature; the Minister of Municipal Affairs and Housing; the Minister of the Environment, Conservation and Parks; and the Association of Municipalities of Ontario.

THAT Bill 66 does not represent how the people of XX want to do business.







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

Email: [info@newmarket.ca](mailto:info@newmarket.ca) | Website: [newmarket.ca](http://newmarket.ca) | Phone: 905-895-5193

## **Clothing Donation Bins Staff Report**

Report Number: 2019-8

Department(s): Legislative Services

Author(s): Florence DiPassio, Supervisor, Licensing and Parking

Meeting Date: January 14, 2019

### **Recommendations**

1. That the report entitled Clothing Donation Bins dated January 9, 2019 be received; and,
2. That the Clothing Donation Bins By-law 2016-33 be amended in accordance with **Attachment A**; 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 seek Council's approval to amend the Clothing Donation Bins By-law 2016-33 to prohibit the use of anti-theft flaps in the bins.

### **Background**

#### **Current Licensing Regime**

The Town has been licensing clothing donation bins ("bins") on private property since 2013, and there are currently 20 licensed bins. The goal of this licensing program was to ensure that only reputable charities are able to profit from having the bins located in Newmarket.

Should Council wish to review this licensing framework, Council may wish to use this report to direct staff to do so accordingly. Alternatively, Council may wish to provide additional feedback on licensing bins through the regulatory review workshop scheduled for March 25, 2019.

In 2018, the Town permitted the Canadian Diabetes Association to place bins on Town property, and the Association currently has 6 bins located on municipal lands. There are 2 at Magna Centre, 2 at Ray Twinney Recreation Complex and 2 at the Newmarket Community Centre.

## **Discussion**

### **Recent Events**

In response to a recent tragedy in Toronto related to these bins, the Town initiated an immediate review of all bins in Newmarket. There were concerns with the anti-theft bars, which are connected to the outer chute to the inner flap and intended to prevent theft. Given the recent incident, this anti-theft mechanism has proven to be a safety concern as it can trap someone who has fallen into the bin.

Accordingly, staff contacted the licensed bin owners who are located on private property and have been advised by the owners that they are working to immediately retrofit all bins to have any anti-theft bars removed from their bins.

As of Wednesday, January 9, 2019 the Canadian Diabetes Association has advised staff that the anti-theft bar has been removed from all 6 bins located on Town property.

## **Conclusion**

Should Council approve the amendment to the Clothing Donation Bins By-law 2016-33 staff will contact all licensed Clothing Donation Bin owners to advise of the new Council-approved requirement.

## **Business Plan and Strategic Plan Linkages**

This report relates to the “Well Equipped and Managed” link of the Town’s community vision implementing policy and processes that reflect sound, accountable governance.

## **Consultation**

Staff has consulted with Operations Department and Clothing Donation Bin owners.

**Human Resource Considerations**

None

**Budget Impact**

None

**Attachments**

**Attachment A** – Amendment to Clothing Donation Bins By-law

**Approval**

Kiran Saini, Acting Director, Legislative Services/Town Clerk

Lisa Lyons, Acting Commissioner of Corporate Services

**Contact**

For further information on this report, please contact Florence DiPassio, Supervisor, Licensing & Parking Enforcement at [fdipassio@newmarket.ca](mailto:fdipassio@newmarket.ca)





## Corporation of the Town of Newmarket

### By-law Number 2019-xx

A By-law to amend By-law Number 2016-33 being a by-law to regulate and governing Clothing Donation Bins

Whereas Section 151 of the Municipal Act 2001, S.O. 2001, c.25, as amended, establishes that a municipality may provide for a system of licences with respect to a business;

Whereas the Council of the Town of Newmarket deems it advisable to pass such a by-law;

Therefore Be It Enacted by the Council of the Corporation of the Town of Newmarket as follows:

1. That subsection 4.2 (c) of By-law 2016-33 be amended as follows:
  - 4.2 Each operator, for each licensed clothing donation bin shall:
    - (c) be prohibited from anti-theft flaps on all Clothing Donation Bins.

Enacted this 21st day of January, 2019.

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John Taylor, Mayor

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Kiran Saini, Acting Town Clerk