

Additions & Corrections to the Agenda

Additional items to this Agenda are shown under the Addendum heading.

Declarations of Pecuniary Interest

Presentations & Recognitions

1. Joint Chief Administrative Officer and Commissioners Report 2014-16 regarding p. 1 the 2014-2018 Council Term of Office.

The Chief Administrative Officer and the Commissioners will be providing a PowerPoint presentation and overview of the report.

The Chief Administrative Officer and the Commissioners of Corporate Services, Development and Infrastructure Services and Community Services recommend:

a) THAT the Joint Chief Administrative Officer and Commissioners Report 2014-16 dated November 26, 2014 regarding 2014-2018 Council Term of Office be received.

2. Community Services - Customer Relationship Management (CRM) System.

The Manager of Customer Services and the Customer Services Coordinator to provide a presentation and overview of the CRM system.

a) The Commissioner of Community Services and the Manager of Customer Services recommend:

i) THAT the presentation regarding the Customer Relationship Management (CRM) System be received.

Deputations

Consent Items (Items 3-18, 21)

3. Corporate Services Report - Financial Services 2014-43 dated November 24, p. 8
2014 regarding the 2014 Audit.

The Commissioner of Corporate Services and the Director of Financial Services/Treasurer recommend:

a) THAT Corporate Services Report - Financial Services 2014-43 dated November 24, 2014 regarding the 2014 Audit be received and the following recommendations be adopted:

i) THAT BDO Canada LLP be appointed as the Town's auditors for the 2014 financial statements;

ii) AND THAT the BDO audit plan be received.

4. Corporate Services Report - Financial Services 2014-52 dated November 26, p. 18
2014 regarding OCIF – Formula-Based Funding Contribution Agreement.

The Commissioner of Corporate Services and Director of Financial Services/Treasurer recommend:

a) THAT the Mayor and Clerk be authorized to execute the Ontario Community Infrastructure Fund (OCIF) – Formula-Based Funding Contribution Agreement between the Town of Newmarket and Ministry of Agriculture, Food and Rural Affairs.

5. Joint Chief Administrative Officer and Commissioners - Financial Services p. 20
Report 2014-44 dated November 25, 2014 regarding 2015 Fees and Charges - Overview.

The Chief Administrative Officer, Commissioner of Community Services, Commissioner of Corporate Services, Commissioner of Development and Infrastructure Services and the Director of Financial Services/Treasurer recommend:

a) THAT Joint Chief Administrative Officer and Commissioners - Financial Services Report 2014-44 dated November 25, 2014 regarding 2015 Fees and Charges - Overview be received for information purposes.

6. Corporate Services Report - Financial Services 2014-36 dated November 24, 2014 regarding 2015 User Fees and Charges - Water and Wastewater Rates. p. 23

The Commissioner of Corporate Services and the Director of Financial Services/Treasurer recommend:

a) THAT Corporate Services Report - Financial Services 2014-36 dated November 24, 2014 regarding 2015 User Fees and Charges - Water and Wastewater Rates be received and the following recommendations be adopted:

i) THAT the attached Schedule 'A' being the Town of Newmarket Water and Wastewater Rates be approved and adopted by By-law;

ii) AND THAT the Water and Wastewater Rate adjustments come into full force and effect as of January 1, 2015;

iii) AND THAT staff be directed to update the 6-Year Water and Wastewater Financial Plan and to include further review of the rate structure in this update.

7. Joint Corporate Services Report - Legislative Services and Financial Services 2014-45 dated November 24, 2014 regarding 2015 User Fees and Charges - Licensing Fees. p. 32

The Commissioner of Corporate Services, Director of Legislative Services/Town Clerk and the Director of Financial Services/Treasurer recommend:

a) THAT Joint Corporate Services Report - Legislative Services and Financial Services 2014-45 dated November 24, 2014 regarding 2015 Legislative Services (Licensing) Fees and Charges be received and the following recommendations be adopted:

i) THAT the attached Schedule 'A' marked as the '2015 Legislative Services (Licensing) Fees and Charges' be approved and forwarded to Council for final adoption by by-law;

ii) AND THAT the fee adjustments come into full force and effect as of January 1, 2015.

8. Joint Development and Infrastructure Services - Planning and Building Services and Corporate Services Report - Financial Services 2014-46 dated November 24, 2014 regarding 2015 User Fees and Charges - Planning Act Fees Schedule. p. 38

The Commissioners of Development and Infrastructure Services and Corporate Services and the Directors of Planning and Building Services and Financial Services/Treasurer recommend:

a) THAT Development and Infrastructure Services - Planning and Building Services and Corporate Services Report - Financial Services 2014-46 dated November 24, 2014 regarding 2015 User Fees and Charges - Planning Act Fees be received and the following recommendations be adopted:

i) THAT the attached Schedule 'A', being the Town of Newmarket 2015 Planning Application Fees Schedule, be approved and adopted by by-law;

ii) AND THAT the fee adjustments come into full force and effect as of January 1, 2015.

9. Joint Central York Fire Services and Corporate Services Report - Financial Services 2014-47 dated November 24, 2014 regarding 2015 Fees and Charges - Fire Services. p. 47

The Fire Chief and the Commissioner of Corporate Services and the Director of Financial Services/Treasurer recommend:

a) THAT Joint Central York Fire Services and Corporate Services Report - Financial Services 2014-47 dated November 24, 2014 regarding 2015 Fees and Charges - Fire Services be received and the following recommendations be adopted:

i) THAT the attached Schedule 'A' being the Town of Newmarket 2015 Fire Services Fees Schedule, be approved and adopted by by-law;

ii) AND THAT the fee adjustments come into full force and effect January 1, 2015.

10. Corporate Services Report - Financial Services 2014-48 dated November 24, p. 52
2014 regarding 2015 Fees and Charges - General Fees and Charges.

The Commissioner of Corporate Services and the Director of Financial Services/Treasurer recommend:

a) THAT Corporate Services Report - Financial Services 2014-48 dated November 24, 2014 regarding 2015 Fees and Charges - General Fees and Charges be received and the following recommendations be adopted:

i) THAT the attached Schedules 'A', 'B', 'C', 'D', 'E' and 'F' marked as the Town of Newmarket 2015 All Departments, Corporate Services - Finance and Purchasing and IT, Legal Services, Public Works Services, Engineering Services and Legislative Services - General Fees and Charges Schedules respectively, be approved and adopted by by-law;

ii) AND THAT the fee adjustments come into full force and effect as of January 1, 2015.

11. Joint Development and Infrastructure Services - Public Works Services and p. 75
Corporate Services Report - Financial Services 2014-40 dated November 21,
2014 regarding 2015 Interim Appropriations.

The Commissioners of Development and Infrastructure Services and Corporate Services and the Directors of Public Works Services and Financial Services/Treasurer recommend:

a) THAT Joint Development and Infrastructure Services - Public Works Services and Corporate Services Report - Financial Services 2014-40 dated November 21, 2014 regarding 2015 Interim Appropriations be received and the following recommendations be adopted:

i) THAT Council provide pre-budget approval for the replacement of the vehicles and equipment in the attached list (Appendix A);

iii) AND THAT staff be authorized and directed to do all things necessary to give effect to these recommendations.

12. Joint Community Services - Recreation and Culture Services and Development and Infrastructure Services - Public Works Services Report 2014-30 dated November 25, 2014 regarding Outdoor Skating Rinks. p. 81

The Commissioners of Community Services and Development and Infrastructure Services and the Director of Recreation and Culture recommend:

a) THAT the Joint Community Services - Recreation and Culture Services and Development and Infrastructure Services – Public Works Services Report 2014-30 dated November 25, 2014 regarding Outdoor Skating Rinks be received and the following recommendations be adopted:

a) THAT the Town of Newmarket approve offering a pilot project “End of Night Pick up Hockey” as outlined in this report;

b) AND THAT the Town of Newmarket approve offering a pilot project “Community Run Outdoor Rink” as outlined in this report.

13. Newmarket Public Library Board Minutes of June 18, September 17, and October 15, 2014. p. 86

The Newmarket Public Library recommends:

a) THAT the Newmarket Public Library Board Minutes of June 18, September 17 and October 15, 2014 be received.

14. Main Street District Business Improvement Area Board of Management Minutes of September 16 and October 21, 2014. p. 97

Recommendation:

a) The Main Street District Business Improvement Area Board of Management Minutes of September 16 and October 21, 2014 be received.

15. Newmarket Environmental Advisory Committee Minutes of September 10, October 1 and November 12, 2014. p. 105

The Newmarket Environmental Advisory Committee recommends:

a) THAT the Newmarket Environmental Advisory Committee Minutes of September 10, October 1 and November 12, 2014 be received.

16. Accessibility Advisory Committee Minutes of September 4, 2014. p. 116

The Accessibility Advisory Committee recommends:

a) THAT the Accessibility Advisory Committee Minutes of September 4, 2014 be received.

17. Street Naming Committee Minutes of October 23, 2014. p. 119

The Street Naming Committee recommends:

a) THAT the Street Naming Committee Minutes of October 23, 2014 be received.

18. List of Outstanding Matters. p. 121

Recommendation:

a) THAT the list of Outstanding Matters be received.

Action Items

19. Corporate Services Report - Legislative Services 2014-21 dated November 24, 2014 regarding 'Councillor Appointments to Committees and Committee Structure Review'. p. 124

The Commissioner of Corporate Services and the Director of Legislative Services recommend:

THAT Corporate Services – Legislative Services Report 2014-21 dated November 24, 2014 regarding “Councillor Appointments to Committees & Committee Structure Review” be received and the following recommendations be adopted:

a) THAT Council determine and appoint the Member(s) of Council to the following committees:

- i) Appointment Committee (3 Members); and,
- ii) Central York Fire Service Joint Council Committee (3 Members)

b) AND THAT to maintain continuity, Councillor appointments to active task forces in the 2010-2014 term (VivaNext Implementation Strategy Task Force – Strategy Group and Old Town Hall Construction Budget Control Task Force) continue in the current term;

c) AND THAT citizen members of the following committees appointed in the 2010-2014 term of Council continue their appointment and be authorized to meet to fulfil statutory duties until the appointment of their successors, including:

- i) Accessibility Advisory Committee;
- ii) Appeals Committee;
- iii) Committee of Adjustment;
- iv) Heritage Newmarket Advisory Committee;
- v) Newmarket Public Library Board; and,
- vi) Property Standards Committee.

d) AND THAT committees which are not required to meet to fulfil statutory duties in (b) be suspended pending the review of Council's committee structure.

Correspondence & Petitions

Reports by Regional Representatives

Notices of Motion

Motions

New Business

Closed Session (if required)

The Closed Session Agenda and Reports will be circulated under separate cover (Goldenrod).

Public Hearing Matters

Addendum (Additions and Corrections)

- 2a. Community Services - Customer Services Information Report 2014-31 regarding Access Newmarket - Overview & Reports. (Related to Item 2) p. 128

The Commissioner of Community Services and Manager of Customer Services recommend:

a) THAT Community Services - Customer Services Report 2014-30 dated December 3, 2014, regarding Access Newmarket software and reports be received for information.

- 6a. Mr. Paul Jolie to address the Committee regarding User Fees and Charges - Water and Wastewater rates. (Related to Item 6) p. 136

20. Mr. John Blommestein to address the Committee regarding the 2015 Schedule of Meetings.

21. Joint Development and Infrastructure Services - Engineering Services and Corporate Services - Procurement Services Report ES2014-60 regarding the Tom Taylor Trail West – Lake to Lake Route (Water St to Cane Parkway). p. 139

The Commissioner of Development and Infrastructure Services, Commissioner of Corporate Services, Director of Engineering Services and Manager of Procurement Services recommend:

a) THAT Development and Infrastructure Commission – Engineering Services and Corporate Services Commission – Procurement Services Report – ES2014-60 dated November 26, 2014 regarding the Tom Taylor Trail West – Lake to Lake Route be received and the following recommendations be adopted:

i) THAT \$348,333 be allocated from the General Capital Reserves to the project;

ii) AND THAT the \$34,000 grant from the Landowner Environmental Assistance Program (LEAP) through the Lake Simcoe Region Conservation Authority (LSRCA) also be allocated to the project;

iii) AND THAT, as recommended by the Manager, Procurement Services, Tender T2014-24 “Tom Taylor Trail West Side Fairy Lake”, be awarded to Hawkins Contracting Services Limited of Stouffville, Ontario at a cost of \$644,492.65, exclusive of all applicable taxes, subject to the approval in Recommendations 1 and 2, and that, upon approval of this recommendation, the Procurement Services Department notify the other Bidders after award of the Tender;

iv) AND THAT this contract be executed by the Department Head and Manager, Procurement Services, as per the Procurement By-law.

Adjournment



TOWN OF NEWMARKET
395 Mulock Drive
P.O. Box 328
Newmarket, ON L3Y 4X7

www.newmarket.ca
info@newmarket.ca
905.895.5193

November 26, 2014

JOINT CAO/COMMISSIONERS REPORT – 2014-16

TO: Council

SUBJECT: 2014 – 2018 Council Term of Office

ORIGIN: CAO and Commissioners

RECOMMENDATIONS

THAT Joint CAO/Commissioners Report - 2014-16 dated November 26, 2014 regarding 2014 – 2018 Council Term of Office be received.

COMMENTS

The purpose of this report is to provide Members of Council with a high level outline of each of the following areas:

- Orientation Program: updates on the most recent schedule
- Strategic Priorities for Council: setting Council's goals for the term
- 2015 Budget Process: update on the budget process and next steps
- New initiatives and Referrals: including strategic properties, the Outstanding Matters list and list of items referred to this term of Council

Orientation Program:

The Orientation Program is well underway. The CAO has met individually with all Members of Council and the new Members of Council have met individually with each Commission and had one on ones with the Director, Legislative Services to review the Council process and Council Chambers equipment. One on one sessions with the Director, Financial Services will be scheduled specifically with new Members, on the budget process/municipal finance primer and these sessions will also be available to all returning Members upon request. Members of Council Reference binders have been given to new Members; returning Members will receive them on or before December 1st and all documentation (reference binder material + commission PowerPoint presentations) will be available on Town Central by December 1st.

An orientation workshop is scheduled for Wednesday December 10. It will be dedicated to providing information on Council's legal/legislative framework and the 2014 Community Survey Results. A bus tour will follow in the afternoon focusing on current strategic matters both within and outside of Newmarket. Various other workshops have been scheduled in the early part of

2015 and as updated, the schedule will be circulated. If there is an area that Members of Council feel that orientation would be beneficial, staff would welcome that input.

Strategic Priorities for the 2014-2018 Term

Through an RFP, staff has retained a consultant to assist Council with capturing and prioritizing goals for the coming term. The selected consultant (WCM Consulting Inc.) is experienced with facilitating similar processes with municipal Councils and corporate Boards of Directors. The approach for this current process will be to build on the Town's current Vision and Mission to reach consensus on strategic priorities as a new Council early in the term. Familiar table formats and scorecards will be suggested for use as much as possible to capture priorities, actions, milestones and timelines in an efficient and timely way.

The consultant will be contacting the Mayor and Members of Council in the next couple of weeks to schedule one-on-one interviews during the month of January. Following these interviews, a facilitated workshop will be held at the end of January to review and discuss a summary of the ideas captured during the individual Mayor and Councillor sessions so that on a high-level, consensus can be built on Town-wide priorities and then action plan elements/goals can be aligned with these priorities. After this first workshop, the consultant will work with staff to document and refine the list of priorities, flesh out actions, and return to Council for a second workshop to verify priorities and agree on any adjustments or any resulting further work required. Ultimately, a staff report and consultant presentation will be prepared at the conclusion of the Council Strategic Priorities process for endorsement by Council as a guiding document for the 2014-2018 term.

2015 Budget Process

Staff has begun preparing the draft 2015 budget getting it ready for Council's consideration. An internal Budget Coordinating Committee has been formed comprising of staff representing all three Commissions. The committee Chair is the Director of Financial Services/Treasurer and there is also an SLT liaison - the Commissioner, Community Services - working closely with the Budget Committee.

A Special Committee of the Whole is scheduled for Monday, December 15 at which time the overall approach and plan for the 2015 budget will be presented. The plan will include the proposed schedule, the communication plan, and outline the 2015 budget drivers.

New Initiatives and Referrals

There are a number of current initiatives and referrals from the previous term that the new Council should be aware of and consider as part of the work plan and strategic priorities for the term. These include the following:

- Outstanding Matters/Pending List:

A standing item on each Committee of the Whole agenda is the Outstanding Matters list. It is a list of items summarizing direction provided to staff on various matters that require staff to report back on. The purpose of this document is to track items referred to staff which staff use for resource scheduling keeping Council members apprised of target dates for reporting back to Council.

- Referred Items to 2014-2018 Term of Office List:

Attached to this report is a list of items referred to this term of office – it is being provided at this point in time strictly as a matter of information. At an upcoming meeting, Members of Council will be reviewing both this list and the Outstanding Matters list to ensure that the items identified are still relevant to and meet with, this Council's strategic priorities.

- Current Initiatives:

There are a number of current initiatives in progress resulting from, for the most part, previous strategic direction. These include major initiatives associated with municipal planning such as the Secondary Plan; master plans such as the Cultural Master Plan and the Fire Master Plan; financial and organizational planning; Economic Development matters such as the Intelligent Communities initiative as well as strategic property acquisitions and disposals. A broad summary of these matters will be provided by way of a power point presentation at the Committee of the Whole meeting.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

This initiative supports the Town's Community Vision of a well-equipped, managed and respected municipality by implementing policy and processes that reflect sound and accountable governance.

CONSULTATION

Consultation has occurred with the CAO, Commissioners and various members of the Operational Leadership Team.

HUMAN RESOURCE CONSIDERATIONS

None.

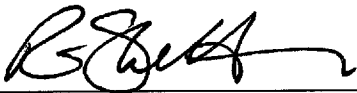
BUDGET IMPACT

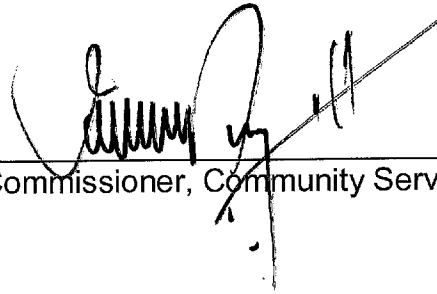
None.

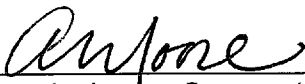
CONTACT

For more information on this report, contact Bob Shelton, CAO at bshelton@newmarket.ca or at 905 953-5300, ext. 2031.

Respectfully submitted,



Chief Administrative Officer

Commissioner, Community Services

Commissioner, Corporate Services

Commissioner, Development and Infrastructure
Services



TOWN OF NEWMARKET

Outstanding Matters

Reviewed by Operational Leadership Team

Referred Items to 2014-2018 Term of Council

Item Subject	Recommendation	Date to come back to Committee	Staff Comments
1. Special Committee of the Whole (Budget) Minutes – April 4, 2011 Item 2C) Community Services Report Public Works Services 2011-30 Update – Partners for Climate Protection	<ul style="list-style-type: none"> • THAT the proposed strategies be referred back to the PCP Committee Working Group to provide a further report to a future Committee of the Whole meeting. 	To be dealt with at Council Priority Setting – New Term of Council	
2. Committee of the Whole Minutes – September 23, 2013 – Item 25 Keeping of Egg Laying Hens	<ul style="list-style-type: none"> • THAT the Town of Newmarket continue to prohibit the keeping of chickens (including egg laying hens) as provided for in the Animal Control By-law (By-law 2008-61); • AND THAT the matter be referred to the 2014-2018 term of Council 	2014-2018 Term of Council	
3. Committee of the Whole Minutes – April 8, 2013 – Item 10 Community Services – Recreation & Culture; Corporate Services Legislative Services and Legal Services; Development and Infrastructure Services – Planning & Building Services and Public Works Services Joint Report 2013-08 – Proposed Parks By-law	<ul style="list-style-type: none"> • THAT the proposed Municipal Parks By-law be amended to allow traditional e-bikes on the trails system; • AND THAT the matter be revisited after two years; 	April 2015	E-bikes on trails matter to be revisited after two years
4. Committee of the Whole Minutes – June 9, 2008 – Item 25 Legal & Development Services Report – Building & By-laws 2008-09 Draft Noise By-law	<ul style="list-style-type: none"> • THAT Legal and Development Services Report – Building and By-laws 2008-09 dated June 3, 2008 regarding the Draft Noise By-law be received and referred to a Strategic Directions Workshop. 	Deferred by Council on Nov 23/09 to next term of Council – will be placed on that O/S list Research In Progress	Draft by-law developed Report will address infill development protocol This will follow Sign By-law Date TBD

Strikethrough indicates that the item will be removed from the outstanding list prior to the next OLT meeting
 Bold indicates that the item will be on the upcoming agenda

Item Subject	Recommendation	Date to come back to Committee	Staff Comments
5. Corporate Services - Joint Legislative Services & Information Technology Services Report 2013-43 dated November 29, 2013 regarding "Voting Method Options, 2014 Municipal Election".	<ul style="list-style-type: none"> • AND THAT Council refer Option 2, "Use of Internet Voting" to the 2018 election to be reviewed within the first 12 months of the next term of Council. 		
6. Committee of the Whole Minutes – May 21, 2013 – Item 30 Corporate Services Report – Legislative Services 2013-12 Committee Review – Structure and Proposed Policies	<ul style="list-style-type: none"> • THAT the Committee Structure Review Status Report be received; • AND THAT a Special Committee of the Whole meeting be scheduled at the beginning of the new term of Council (2014-2015) to review and recommend a Committee structure reflecting Council's Strategic Priorities; • AND THAT the Newmarket Arts Council Task Force, Operations Centre Budget Task Force, Health Sciences Commission, Holland River and Newmarket Trails Committee, Halton Recycling Community Liaison Committee and Old Town Hall Renovation Task Force be formally dissolved; • AND THAT Council adopt the Canadian Code of Volunteer Involvement; • AND THAT the Committee Public Appoint Policy be approved. 	Q1 2015	
7. Committee of the Whole Minutes – February 3, 2014 Joint CAO/Commissioner - Corporate Services Report 2014-04 dated January 23, 2014 regarding the Draft Council Code of Conduct	<ul style="list-style-type: none"> • THAT the draft Council Code of Conduct be referred to the new term of Council and an Integrity Commissioner be appointed on an as needed basis. 		
8. Committee of the Whole Minutes – February 3, 2014 – Item 25 - Motion	<ul style="list-style-type: none"> • THAT the motion by Councillor Di Muccio regarding not-for-profit minor sports organizations and a phase out of user fees as per specific criteria be referred to staff to review through the Recreation Master Plan process and the Service Pricing Policy review. 		

Item Subject	Recommendation	Date to come back to Committee	Staff Comments
9. Committee of the Whole Minutes – February 24, 2014 – Item 52 – Deputation of Mr. Gary Worters regarding restructuring of Council to provide for 4 full time Councillors	<ul style="list-style-type: none"> • THAT the deputation by Mr. Gary Worters regarding restructuring of Council to provide for 4 full time Councillors be received; • AND THAT the matter be referred to the next term of Council for general governance review and that such review be undertaken within the first twelve months of the term. 	Q4 2015	
10 Committee of the Whole Minutes – April 28, 2014 – Item 14 Item 6 of the Environmental Advisory Committee Minutes of March 5, 2014 – Environmental Vision Follow-Up.	<ul style="list-style-type: none"> • THAT the recommendations contained within Item 6 of the Newmarket Environmental Advisory Committee Minutes of March 5, 2014 regarding the Environmental Vision Follow-Up be referred to staff as part of the overall Committee review to be undertaken in the new term of Council. 		
11 Committee of the Whole Minutes – June 16, 2014 – Item 16 Item 9b) of the Heritage Newmarket Advisory Committee Minutes of April 1, 2014 – New Business	<ul style="list-style-type: none"> • The Operational Leadership Team recommends that the following recommendation be referred to Council's review of its boards and committees in the 2014-2018 term of Council: Having consulted with the Planning Department, the Heritage Newmarket Advisory Committee recommends to Council that as the Heritage District is imminent and many of the applications to the subcommittee are within the district boundaries, that Council direct the membership of the NDDS be revised to include a member of the Heritage Newmarket Advisory Committee to begin in the 2014 term. 		



**Mike Mayes, Director
Financial Services/Treasurer**

TOWN OF NEWMARKET
395 Mulock Drive
P.O. Box 328
Newmarket, ON L3Y 4X7

www.newmarket.ca
mmayes@newmarket.ca
905.895.5193 ext. 2102

November 24, 2014

CORPORATE SERVICES REPORT - FINANCIAL SERVICES-2014-43

TO: Mayor Tony Van Bynen and Members of Council
Committee of the Whole

SUBJECT: 2014 Audit

ORIGIN: Director, Financial Services/Treasurer

RECOMMENDATIONS:

THAT Corporate Services Report - Financial Services – 2014-43 dated November 24, 2014 regarding the 2014 Audit be received and the following recommendations be adopted:

- 1. THAT BDO Canada LLP be appointed as the Town's auditors for the 2014 financial statements;**
- 2. AND THAT the BDO audit plan be received.**

COMMENTS

Purpose

The purpose of this report is to appoint BDO as the Town's auditors for the 2014 fiscal period and to receive their proposed audit plan.

Budget Impact

The audit fees are a fixed amount for 2014. The audit plan does not result in any alterations to this pricing. Appointment of BDO as the Town's auditors will have no effect on the budget.

Background

Audit Committee

A committee structure review is taking place early in 2015 and changes to the Audit Committee's mandate may result through that process. However, the current terms of reference for the Audit Committee state, "The primary function of the Audit Committee is to assist the Council in maintaining the financial integrity of the municipality" and that to do so, they are to meet three times a year:

1. April/May: To recommend approval of the annual financial statements.
2. June: To review the newly issued external auditors' management letter with senior management.
3. October/November: To review and approve the scope of the external audit and to follow up with senior management on disposition of the previous year's external auditors' management letter points.

At the October/November meeting, it has been the general practice for the Audit Committee to recommend to Council the appointment of the auditors for the current year's financial statements. However, due to the election, this meeting did not occur in 2014 and as such, staff are bringing this appointment request directly to Committee of the Whole.

BDO Canada LLP

In 2012, the municipalities of Aurora, East Gwillimbury, Georgina, King, Newmarket and Whitchurch-Stouffville (the N6) issued a joint request for proposal (RFP) for audit services. BDO Canada LLP was the successful candidate and was awarded a three-year contract. Newmarket's share of costs for each of the 2012, 2013 and 2014 audits was set at \$52,500 before taxes. An additional discount of 15% was also given, as all six municipalities elected to go with BDO.

They have audited our 2012 and 2013 financial statements. Neither staff nor the Audit Committee has had any issues with their performance.

Analysis & Options

Given that BDO is already contracted for 2014 and that there are no concerns with their work related to the previous audits, it would be appropriate to appoint them as Town auditors for 2014.

This appointment would be for the Town's consolidated financial statements, for the Newmarket Public Library, the Newmarket Downtown Business Improvement Area (BIA), and the Trust Fund. The audit of the federal gas tax allocation is no longer required.

The audit plan has been reviewed by staff. It does not differ significantly from the plan for 2013 and there are no major new developments.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

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

CONSULTATION

This audit plan has been reviewed with the auditors.

BUDGET IMPACT

The audit fees for 2014 have already been set and are accounted for in the 2014 operating budget.

CONTACT

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



Mike Mayes, CPA CGA
Director, Financial Services/Treasurer

Anita Moore, AMCT
Commissioner, Corporate Services

MM/nh
Attachment

1. BDO Audit Plan (7 pgs.)



Tel: 905 898 1221
 Fax: 905 898 0028
 Toll-free: 866 275 8836
 www.bdo.ca

BDO Canada LLP
 The Gates of York Plaza
 17310 Yonge Street, Unit 11
 Newmarket ON L3Y 7R9 Canada

Private & Confidential

November 25, 2014

The Corporation of the Town of Newmarket
 395 Mulock Drive
 PO Box 328, STN Main
 Newmarket Ontario L3Y 4X7

Dear Mayor and Council:

Re: Audit of the Financial Statements of The Corporation of the Town of Newmarket
 For the year ended December 31, 2014.

We are pleased to present our audit plan for the audit of the financial statements of The Corporation of the Town of Newmarket for the year ending December 31, 2014.

Our report is designed to highlight and explain key issues which we believe to be relevant to the audit including audit risks, the nature, extent, timing and results of our audit work and the terms of our engagement, including fees. This report forms a significant part of our overall communication strategy with the Mayor and Council and is designed to promote effective two-way communication throughout the audit process. It is important that we maintain effective two-way communication with the Mayor and Council throughout the entire audit process so that we may both share timely information. The audit process will conclude with an Mayor and Council meeting and the preparation of our final report to the Mayor and Council.

This report has been prepared solely for the use of the Mayor and Council and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

Terms of Reference

Our overall responsibility is to form and express an opinion on the financial statements. These financial statements are prepared by management, with oversight by those charged with governance. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities. The scope of our work, as confirmed in our engagement letter, and a summary of our proposed fees are set out below.

Engagement Objectives

- Forming and expressing an audit opinion on the financial statements.
- Present significant findings to the Mayor and Council including key audit and accounting issues, any significant deficiencies in internal control and any other significant matters arising from our work.
- Provide timely and constructive management letters. This will include deficiencies in internal control identified during our audit.
- Consult regarding accounting and reporting matters as requested throughout the year.
- Read the other information included in the Municipality's Annual Report to identify material inconsistencies, if any, with the audited financial statements.
- Work with management towards the timely issuance of financial statements.
- Audit opinion on the Newmarket Public Library
- Audit opinion on the Trust Fund and Main Street District Business Improvement Area

Independence

At the core of the provision of external audit services is the concept of independence. We are communicating matters that, in our professional judgment, may reasonably be thought to bear on our independence for the forthcoming audit of the municipality.

In determining which relationships to report, we have considered the applicable legislation and relevant rules of professional conduct and related interpretations prescribed by the appropriate provincial institute/ordre covering such matters as the following:

- holding of a financial interest, either directly or indirectly in a client;
- holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- economic dependence on a client; and
- provision of services in addition to the external audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters.

We are not aware of any relationships between the municipality and us that, in our professional judgment, may reasonably be thought to bear on our independence to date.

Audit Team

In order to ensure effective communication between the Mayor and Council and BDO Canada LLP, we briefly outline below the key members of our audit team and the role they will play:

- Michael Jones, CPA, CA - Partner
- Trudy White, CPA, CA, CFE - Manager
- Daniel Toma, CPA, CA, Senior

Audit Strategy

Our overall audit strategy involves extensive partner and manager involvement in all aspects of the planning and execution of the audit and is based on our overall understanding of the municipality.

We will perform a risk based audit which allows us to focus our audit effort on higher risk areas and other areas of concern for management and the Mayor and Council.

To assess risk accurately, we need to gain a detailed understanding of the municipality's business and the environment it operates in. This allows us to identify, assess and respond to the risks of material misstatement.

To identify, assess and respond to risk, we obtain an understanding of the system of internal control in place in order to consider the adequacy of these controls as a basis for the preparation of the financial statements, to determine whether adequate accounting records have been maintained and to assess the adequacy of these controls and records as a basis upon which to design and undertake our audit testing.

Based on our risk assessment, we design an appropriate audit strategy to obtain sufficient assurance to enable us to report on the financial statements.

We choose audit procedures that we believe are the most effective and efficient to reduce audit risk to an acceptable low level. The procedures are a combination of testing the operating effectiveness of internal controls (when appropriate), substantive analytical procedures and other tests of detailed transactions.

Having planned our audit, we will perform audit procedures, maintaining an appropriate degree of professional skepticism, in order to collect evidence to support our audit opinion.

Planning Matters Relating to Group Audits

We will be relying on the work of Collins Barrow in relation to the financial statements of Newmarket Hydro Holdings Inc.. We will need to obtain information to ensure that the audit completed for Newmarket Hydro Holdings Inc. meets Canadian generally accepted auditing standards.

We will be required to communicate with Collins Barrow, asking that they provide us with written representation in the form of a letter that covers at least the following points:

- The fact that Collins Barrow is aware that financial information from the financial statements of Newmarket Hydro Holdings Inc. is to be relied upon in the preparation of the financial statements of The Corporation of the Town of Newmarket, on which BDO Canada LLP, as primary auditors, intends to report.
- The component auditor must also indicate if the accounting policies followed are essentially consistent with Canadian GAAP, and if not, to explain and quantify the differences.
- The letter will clearly state that Collins Barrow is aware that BDO Canada LLP intends to rely on the work performed by them in forming our opinion on the municipality's financial statements.
- We need written representation that Collins Barrow is independent of the municipality as required under the Canadian rules of independence.

Materiality

Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances and include an assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

For purposes of our audit, we have set preliminary materiality at \$1,250,000 for the municipality.

Our materiality calculation is based on the municipality's preliminary results. In the event that actual results vary significantly from those used to calculate preliminary materiality, we will communicate these changes to the Mayor and Council as part of our year end communication.

We will communicate all corrected and uncorrected misstatements identified during our audit to the Mayor and Council, other than those which we determine to be "clearly trivial". Misstatements are considered to be clearly trivial for purposes of the audit when they are inconsequential both individually and in aggregate.

We encouraged management to correct any misstatements identified throughout the audit process.

Risks and Planned Audit Responses

Based on our knowledge of the municipality's business, our past experience, and knowledge gained from management and the Mayor and Council, we have identified the following significant risks; those risks of material misstatement that, in our judgment, required special consideration.

Significant risks arise mainly because of the complexity of the accounting rules, the extent of estimation and judgment involved in the valuation of these financial statement areas, and the existence of new accounting pronouncements that affect them. We request your input on the following significant risks and whether there are any other areas of concern that the Mayor and Council has identified. We have also provided a brief summary of how we plan to audit these significant risks.

Financial Statement Areas With Significant Risks	Proposed Audit Procedures
<ul style="list-style-type: none"> • Revenue 	<ul style="list-style-type: none"> • Review revenue recognition policy for consistency with the professional standards.
<ul style="list-style-type: none"> • Employee future benefits 	<ul style="list-style-type: none"> • Actuarial valuation for employee future benefits - audit information given to actuary and actuarial assumptions
<ul style="list-style-type: none"> • Significant accruals - firefighter 	<ul style="list-style-type: none"> • Test reasonableness of assumptions for accrual
<ul style="list-style-type: none"> • Contributions from Developers 	<ul style="list-style-type: none"> • Test reasonableness of assumptions and estimates made by management on replacement costs and other factors

Auditor's considerations of possible fraud and illegal activities

We are responsible for planning and performing the audit to obtain reasonable assurance that the financial statements are free of material misstatements, whether caused by error or fraud, by:

- Identifying and assessing the risks of material misstatement due to fraud;
- Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may

involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

During the audit, we will perform risk assessment procedures and related activities to obtain an understanding of the entity and its environment, including the municipality's internal control, to obtain information for use in identifying the risks of material misstatement due to fraud and make inquiries of management regarding:

- Management's assessment of the risk that the financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- Management's process for identifying and responding to the risks of fraud in the municipality, including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in the municipality; and
- Management's communication, if any, to employees regarding its view on business practices and ethical behaviour.

In response to our risk assessment and our inquiries of management, we will perform procedures to address the assessed risks, which may include:

- Inquiry of management, the Mayor and Council, and others related to any knowledge of fraud, suspected fraud or alleged fraud;
- Perform disaggregated analytical procedures and consider unusual or unexpected relationships identified in the planning of our audit;
- Incorporate an element of unpredictability in the selection of the nature, timing and extent of our audit procedures; and
- Perform additional required procedures to address the risk of management's override of controls including:
 - ♦ Testing internal controls designed to prevent and detect fraud;
 - ♦ Testing the appropriateness of a sample of adjusting journal entries and other adjustments for evidence of the possibility of material misstatement due to fraud;
 - ♦ Reviewing accounting estimates for biases that could result in material misstatements due to fraud, including a retrospective review of significant prior years' estimates; and
 - ♦ Evaluating the business rational for significant unusual transactions.

Other Planning Points

- Liability for Contaminated Sites is a new standard that will come into effect for the December 31, 2015 year end. As a result of applying this standard, the Municipality can apply this standard retroactively or prospectively.

The Mayor and Council plays an important role in the audit planning process and should you have any questions regarding the above, we will be pleased to discuss them with you.

Yours truly,

A handwritten signature in cursive script that reads "Michael Jones".

Michael Jones, CPA, CA

Partner

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants



**Mike Mayes, Director
Financial Services/Treasurer**

TOWN OF NEWMARKET
395 Mulock Drive
P.O. Box 328
Newmarket, ON L3Y 4X7

www.newmarket.ca
mmayes@newmarket.ca
905.895.5193 ext. 2102

November 26, 2014

CORPORATE SERVICES REPORT - FINANCIAL SERVICES-2014-52

TO: Mayor Tony Van Bynen and Members of Council
Committee of the Whole

SUBJECT: OCIF – Formula-Based Funding Contribution Agreement

ORIGIN: Director, Financial Services/Treasurer

RECOMMENDATION

THAT Corporate Services Report - Financial Services - 2014-52 dated November 26, 2014 regarding OCIF – Formula-Based Funding Contribution Agreement be received and the following recommendation be adopted:

THAT the Mayor and Clerk be authorized to execute the Ontario Community Infrastructure Fund (OCIF) – Formula-Based Funding Contribution Agreement between the Town of Newmarket and Ministry of Agriculture, Food and Rural Affairs.

COMMENTS

Ontario municipalities with a population of less than 100,000 (2011 census) are eligible to receive formula-based funding from the Ontario Community Infrastructure Fund. The allocation is derived from the municipality's core infrastructure per household compared to median household income.

A contribution agreement must be signed and submitted by the Ministry of Agriculture, Food and Rural Affairs prior to December 31, 2014 and there are some reporting requirements, but no application is necessary. The contribution agreement is available for viewing in the Clerk's Office.

Municipalities must also submit a comprehensive up to date asset management plan covering at least core infrastructure assets. A cross corporate staff Task Force was formed in the early fall for this purpose and the Town's initial Asset Management Plan will be in place by the end of the year.

Projected Funding

Funding Year	Annual Financial Assistance	Paid in 3 installments		
		Jan-Mar 25%	Apr-Jun 50%	Jul-Sep 25%
2015	\$317,700	\$79,425	\$158,850	\$79,425
2016	\$317,700	\$79,425	\$158,850	\$79,425
2017	\$317,700	\$79,425	\$158,850	\$79,425

Eligible Projects

Eligible projects include:

- The development and implementation of asset management plans for core infrastructure assets which also includes software, training and inspections.
- Capital projects and capital renewal, rehabilitation and replacement of core infrastructure assets, which include roads, bridges and culverts, water treatment and distribution/transmission, wastewater treatment and disposal, sanitary sewer systems and storm sewer systems.

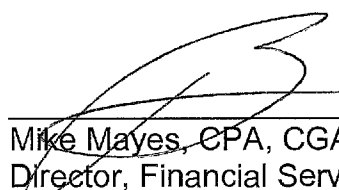
Staff will be reviewing various capital works and projects to determine the best use of the funding.

BUDGET IMPACT

This funding, a total of \$953,100 paid over 3 years, will favourably impact our Capital Budget and Asset Replacement Fund and assist us in furthering our Asset Management planning process.

CONTACT

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



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



Anita Moore, AMCT
Commissioner, Corporate Services

MM/nh



**Mike Mayes, Director
Financial Services/Treasurer**

TOWN OF NEWMARKET
395 Mulock Drive
P.O. Box 328
Newmarket, ON L3Y 4X7

www.newmarket.ca
mmayes@newmarket.ca
905.895.5193 ext. 2102

November 25, 2014

JOINT CAO & COMMISSIONERS - FINANCIAL SERVICES REPORT - 2014-44

TO: Committee of the Whole
SUBJECT: 2015 Fees and Charges - Overview
ORIGIN: Director, Financial Services/Treasurer

RECOMMENDATION

THAT Joint CAO & Commissioners - Financial Services Report - 2014-44 dated November 25, 2014 regarding 2015 Fees and Charges-Overview be received for information purposes.

COMMENTS

Purpose

The purpose of this report is to provide an overview of the reports on 2015 fees and charges that will be coming to Council for approval.

Budget Impact

Adjustments to fees and charges being proposed at this time are being calculated insofar as their impact on the 2015 budget and further information on this will be available as part of the budget process.

Summary

The fees and charges coming to Committee of the Whole on December 8th include:

- Water and Wastewater Rates – (report 2014-36)
- Licensing (report 2014-45)
- Planning Act Fees (report 2014-46)
- Fire Services (report 2014-47)
- General Fees and Charges (report 2014-48)

These changes will be effective January 1, 2015.

Adjustments to Recreation fees will occur in 2015, in coordination with the Recreation Playbook (master plan update) process. Similarly, any adjustments necessary to building fees will be presented after completion of a further analysis and as part of the budget.

Background

The annual update of fees and charges includes a review of market conditions, participation rates and external factors. The Service Pricing Policy (SPP), established in 2007, balances costs between user groups and taxpayers and allows for long-term financial sustainability. The SPP will be reviewed in 2015 and the review in large part will be informed by the findings of the Recreation Playbook process given that recreation forms a significant portion of the SPP as a whole. The proposed 2015 fees and charges adhere to the current SPP.

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

In an election year, the schedule is modified as necessary, taking into account the budget process and the need to set certain fees at the beginning of the year.

Fees and charges for all areas, with two exceptions, are being recommended at this time so that they will be effective as of January 1, 2015. These exceptions are:

1. Recreation & Culture fees will be revised in 2015, in coordination with the Recreation Playbook (master plan update) process.
2. Building Services fees are under review and may possibly be revised in 2015; however, any adjustments are limited to cost recovery and would have no impact on the tax-supported budget.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

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

CONSULTATION

All user fees and charges were determined by the appropriate department heads. Public notice has been placed on the Town Page and on the website, in compliance with applicable legislation and the Town's notice by-law.

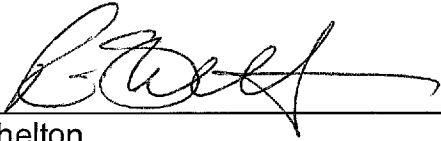
The Treasurer will be meeting with the new Councillors to discuss the process prior to the December 8th Committee of the Whole.

BUDGET IMPACT

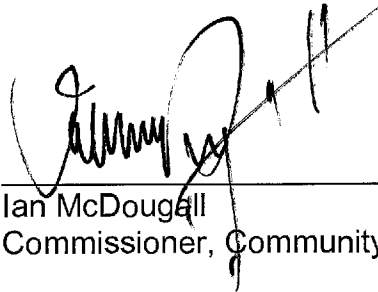
The individual reports will recommend fees and charges that should allow them to achieve their cost recovery targets. The latest inflation indicator for the Toronto area is 3.0% (October) for the Consumer Price Index. Adjustments to fees and charges being proposed at this time are being calculated insofar as their impact on the 2015 budget and further information on this will be available as part of the budget process.

CONTACT

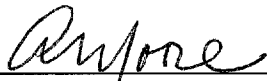
For more information on this report, contact: Mike Mayes at 905-953-5300, ext. 2102 or via e-mail at mmayes@newmarket.ca



Bob Shelton
Chief Administrative Officer



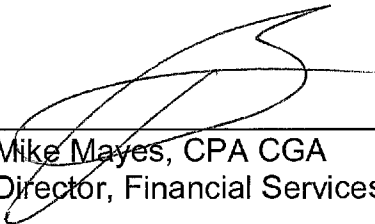
Ian McDougall
Commissioner, Community Services



Anita Moore
Commissioner, Corporate Services



Peter Noehammer
Commissioner, Development and
Infrastructure Services



Mike Mayes, CPA CGA
Director, Financial Services/Treasurer

MM/nh



Mike Mayes, Director
Financial Services/Treasurer

TOWN OF NEWMARKET
395 Mulock Drive
P.O. Box 328
Newmarket, ON L3Y 4X7

www.newmarket.ca
mmayes@newmarket.ca
905.895.5193 ext. 2102

November 24, 2014

CORPORATE SERVICES REPORT - FINANCIAL SERVICES - 2014-36

TO: Mayor Tony Van Bynen and Members of Council
Committee of the Whole

SUBJECT: 2015 User Fees and Charges - Water and Wastewater Rates

ORIGIN: MFOA Municipal Intern

RECOMMENDATIONS

THAT Corporate Services Report - Financial Services – 2014-36 dated November 24, 2014 regarding 2015 User Fees and Charges - Water and Wastewater Rates be received and the following recommendations be adopted:

- 1. THAT the attached Schedule "A", being the Town of Newmarket Water and Wastewater Rates, be approved and adopted by by-law;**
- 2. AND THAT the Water and Wastewater Rate adjustments come into full force and effect as of January 1, 2015;**
- 3. AND THAT staff be directed to update the 6-Year Water and Wastewater Financial Plan and to include further review of the rate structure in this update.**

COMMENTS

Purpose

The purpose of this report is to propose increases to the Town's water and wastewater rates in 2015; and to review the rate structure.

Budget Impact

There is no impact on the tax base. The proposed fee adjustments would result in an overall increase of 5.71% or \$52.20 for the average resident consuming 200 cubic metres of water per year. This is less than what was projected in the 6-Year Water and Wastewater Financial Plan.

Summary

The proposed fee adjustments include an increase in consumption fees of 4% for water and 14% for wastewater and no increase to the basic monthly charge.

Background

Regulations and Financial Plans

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

The ability of a municipality to establish water and wastewater rates is prescribed under the Municipal Act.

The proposed water and wastewater rate varies from the Town's Six Year Water & Wastewater Financial Plan approved by Council on February 13, 2012. Since this rate change maintains the current basic monthly charge, the cost for the average resident consuming 200 cubic metres per year will increase by 5.71% rather than 7.9%.

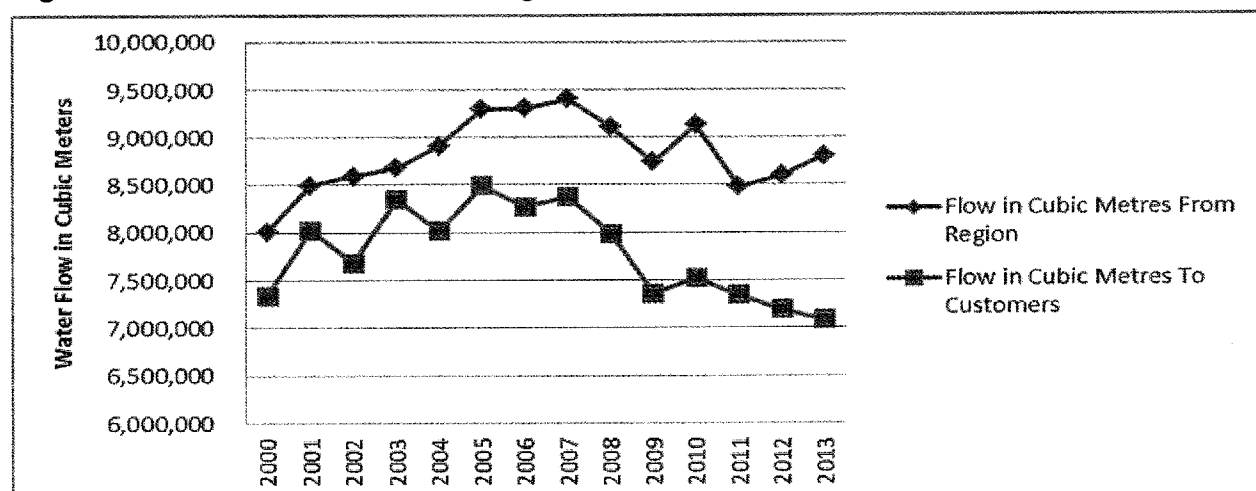
Addressing a Resident Deputation

At Council on April 14, 2014, a deputation raised a concern of the perceived inequity of the current water billing system. The concern was that the recent increase in the fixed cost portion of the water bill (the basic monthly charge) is disproportionately affecting low level water consumers. Those that consume less water have witnessed the greatest percentage increase in their overall water cost due to the recent increase in the fixed cost component of the water and wastewater bill. This report addresses this issue in the fixed rate section.

Consumption Trends

Customer water consumption has decreased by 15.2% from 2003 to 2013. This can be attributed to rising water prices, increasing intensification where the residents do not water lawns or fill pools, increasing adoption of water efficient technology, and new building standards requiring more water efficient technology. All of these trends reducing consumption are likely to continue in the future and continue to offset population growth. See figure 1 for an illustration of the water flow that enters Newmarket's distribution system and the flow that is sold to customers. The gap between the two lines is referred to as "non-revenue water."

Figure 1 Annual Water Flow from Region and to Customers



Residential Consumption

The Town has acquired data on its water meters, which enables the sorting of customers by type. Customer consumption data can be sorted into residential and non-residential categories. It was determined that the average residential customer consumes 200 cubic metres of water per year down from 250 cubic metres, which was used in previous reports. With this information we can better determine the impact of our rate structure on residents.

Main Cost Drivers

The main drivers for the rate increases are:

- An 8% increase in Regional charges for the treatment and distribution of water and the collection and treatment of wastewater.
- Conservation measures and weather have resulted in less revenue.
- Building up a rate stabilization reserve to protect from volatile revenue streams.
- Costs related to additional flushing of the water system.
- Other general cost increases.

These factors will be included in the relevant 2015 budget submissions.

Guiding Principles

The following guiding principles help evaluate the water rate structure. They were previously introduced in the second quarter utility budget report.

Fairness and Equity

Rates should reflect each customer's fair share of the costs to provide them with water and wastewater services.

Water Resource Management

Water is a precious resource. Water rates should be structured to encourage customers to conserve water, reduce waste, and meet all environmental regulatory water requirements. This ensures that we will continue to protect public health by ensuring a high quality supply of water today and in the future.

Simplicity

Customers' bills should be predictable and easy to understand. This will ensure that customers are informed when making their water consumption choices and can make the best decision for their households.

Financial Sustainability

The water utility receives no funding from property taxes, so rates must fund all necessary investments in the water infrastructure. These investments allow the Town to expand, operate and maintain a reliable water system to meet the needs of current and future customers.

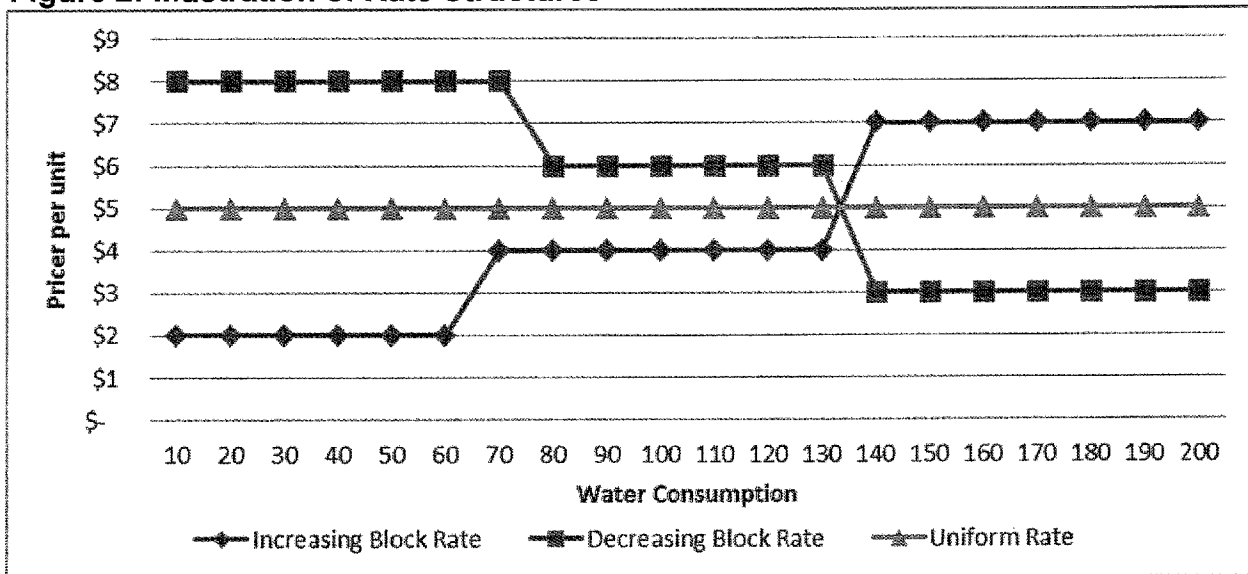
Rate Structure***Volumetric Rate***

This report recommends increasing the volumetric rate for water by 4% and wastewater by 14%. The reason for the difference in the increase is that the Asset Replacement Fund (ARF) for water is at 70.0% of accumulated amortization while the ARF for wastewater is at 24.3% of accumulated

amortization. By increasing the wastewater rate proportionately more, the Town can balance the reserve levels while covering operating costs. This report recommends maintaining the current volumetric rate structure. The analysis of rate structures is discussed in the following paragraphs.

There are three major volumetric rate structure types: increasing block rate, decreasing block rate, and uniform rate. With an increasing block rate, as customers consume more, they pay more per cubic meter. With a decreasing block rate, as customers consume more, they pay less per cubic meter. With a uniform rate, customers pay the same amount per cubic metre irrespective of the consumption volume. This report recommends continuing with the uniform volumetric rate.

Figure 2: Illustration of Rate Structures



Uniform rates are usually considered the most **equitable and fair** because all customers pay the same price for water. With an increasing or decreasing block rate, households are punished or rewarded, respectively, for having more inhabitants per household as they would naturally consume more. Uniform rates are also easy to understand compared to other forms of volumetric rates, this fulfills the **simplicity** principle.

Uniform rates provide more revenue stability than increasing block rates. Increasing block rates tend to result in more revenue volatility because proportionally more revenue comes from the more unpredictable portion of customers' water demand. This makes the price structure vulnerable to unexpected shocks, like exceptionally hot or wet summers. Of the three structures, the decreasing block rate has the highest revenue stability. However, the decreasing block rate may be considered unfair. Under the decreasing block rate structure, customers with the lowest ability to change their consumption tend to consume water at the highest priced water block. These customers cannot change their consumption because there are no close substitutes to potable water when servicing basic needs. To summarize, the uniform rate balances the **fairness and equity** principle and the **financial sustainability** principle.

The volumetric rate promotes **water resource management**, which is explained by the concept of price elasticity. Price elasticity measures consumers' responsiveness to price changes. Price elasticity of water demand measures the responsiveness of water use relative to the changes in the price of water, after controlling other factors that change demand, like income and weather.

Each user class responds differently to rate increases. A review of water elasticity studies made by the American Water and Wastewater Association (AWWA) indicates residential customer elasticity have a price elasticity of 10% to 30%. Assuming an average, a price elasticity of 20%, a 10% increase in price would lead to a 2% reduction in consumption and an 8% increase in revenue.

Fixed Rate

This report recommends keeping the combined fixed rate at \$28 per month for 2015. The target is to have the fixed portion at 33% of the average residential bill. The fixed portion for the average resident consuming 200 cubic metres per year is 36.8% in 2014. Freezing the fixed rate at 2014 levels will lower the fixed portion to 35.9% in 2015.

With a targeted fixed rate of 33% of the residential bill we can help ensure **fairness and equity** by ensuring residents' ability to pay. The target was set at 33% because at that percentage the fixed rate cost does not exceed 1% of the income of a 3 person family at the low income cut-off. Also, the total cost would not exceed 3% of the family's income. These were set as reasonable initial targets and will be subject to further review.

Freezing the fixed rate will also help promote **water resource management**. The smaller the fixed rate, the more customers will be incentivized to save by the volumetric rate. This is supported by the concept of price elasticity as discussed above.

Setting the fixed rate at 33% creates **simplicity** in setting future rates. It creates a quick litmus test ensuring costs are affordable for low income families. Meanwhile the target fixed rate is sufficiently large to provide the revenue predictability desired, which satisfies the **financial sustainability** principle. The Town is currently building a Rate Stabilization Fund to reach 10% of annual revenue. This will provide sufficient protection to ensure operating costs are covered on a year-to-year basis.

This report also recommends adopting a tiered fixed rate for 2016. A tiered fixed rate means that customers with larger water meters pay more.

The Canadian Water and Wastewater Association and American Water and Wastewater Association have developed a standardized factor to calculate a tiered fixed rate based on the meter size. The factor is called the meter equivalency factor. See figure 3 for how the factor is assigned to different meter sizes. In practice, this means that a 2 inch meter would be charged 8 times more than a 5/8 inch meter. Further research is required to determine whether this standard or a slightly adjusted one will fit the Town's context.

**Figure 3 Meter
Equivalency Factor**

Meter Size	Factor based on 5/8"
5/8 inch	1
3/4 inch	2
1 inch	3
1-1/2 inch	5
2 inch	8
3 inch	15
4 inch	25
6 inch	50

The soonest possible date to implement a tiered fixed rate is 2016 because the necessary information on water meter sizes is not currently available. Therefore, we will collect information on meters over the course of 2015. This will be factored into the update of the 6-Year Water and Wastewater Financial Plans.

The economic reasoning behind adopting a tiered fixed rate is that the cost for installing, maintaining, and replacing meters and the strain customers put on the water distribution system increase with meter size. Therefore, it is logical that larger meters should pay a higher fixed rate. By doing so, we will better reflect the true cost of our services and therefore reduce the current subsidy to customers with larger water meters. This promotes the **fairness and equity** principle.

Water consumption fluctuates from year to year based on factors like the weather, the economy, technological progress, etc. However, many of the Town's costs do not fluctuate from year to year, like overhead costs, maintenance costs, quality checking, etc. Having a tiered fixed rate enables the Town to raise its fixed revenue from large water consumers while keeping water affordable for residents. Therefore, a tiered fixed rate promotes the **financial sustainability** principle.

Customers with larger meters can afford to pay more. According to the 2013 Municipal Study by BMA Management Consulting Inc., Newmarket residents, those with small meters, pay the second highest price for water in York Region. However, customers with 2 inch meters and larger pay the lowest price. See figure 4 for a table comparing Newmarket's rates to the other local municipalities in York Region, the Greater Toronto Area (GTA) average and the survey average. The current rate structure has been shifting the cost burden from the commercial and industrial users to residential customers. Moving to a tiered fixed rate would reverse this trend.

Figure 4 Water Rate Cost Comparisons

Volume (Cubic Metres)	200	10,000	30,000	100,000	500,000
Meter Size	5/8"	2"	3"	4"	6"
Vaughan	\$ 567	\$ 28,347	\$ 85,041	\$ 283,470	\$ 1,417,350
Markham	\$ 568	\$ 28,376	\$ 85,128	\$ 283,760	\$ 1,418,800
Whitchurch-Stouffville	\$ 577	\$ 28,866	\$ 86,598	\$ 288,660	\$ 1,443,300
Richmond Hill	\$ 581	\$ 29,074	\$ 87,222	\$ 290,740	\$ 1,453,700
Aurora	\$ 596	\$ 29,807	\$ 89,421	\$ 298,070	\$ 1,490,350
GTA Average	\$ 636	\$ 25,526	\$ 74,130	\$ 239,603	\$ 1,169,934
Georgina	\$ 655	\$ 30,619	\$ 91,771	\$ 305,803	\$ 1,528,843
King	\$ 766	\$ 34,149	\$ 104,055	\$ 340,258	\$ 1,686,596
Newmarket	\$ 839	\$ 27,838	\$ 82,938	\$ 275,788	\$ 1,377,788
Survey Average	\$ 841	\$ 27,772	\$ 80,985	\$ 263,403	\$ 1,293,169
East Gwillimbury	\$ 1,034	\$ 48,482	\$ 146,682	\$ 490,382	\$ 2,454,382

Water and Wastewater Rebate Program

This report recommends maintaining the current water rebate program. The Town offers a water rebate program to qualified applicants equal to a maximum of \$24 per month, or \$288 per year. \$55,006 is expected to be transferred to residents in 2014 according to the Financial Services report 2013-21 Water and Wastewater Rebate Program.

The water rebate program alone cannot not be viewed as sufficient to make the water and waste water affordable to low income residents and must be part of an overall package from all levels of government.

To be eligible for the rebate, a person must receive the Guaranteed Income Supplement under the Old Age Security Act, or receive Ontario Disability Support, or receive Ontario Works Assistance, or receive assistance from a similar federal or provincial support program.

Not everyone who needs financial assistance is a part of the eligible programs, either because of a lack of awareness of such programs, difficulty navigating the process to receive assistance, or an unwillingness to ask for help. According to the report *Low Income Trends in York Region – 2000 to 2011*, 14.25% of York Region residents are below the low income cut-off line, which is informally known as a poverty line. At this time, 0.6% of the Town of Newmarket's customers receive the rebate. Therefore, the program may not be perceived as **fair and equitable** as it is not targeting all that need the financial assistance. The relatively low participation rate may indicate that the program does not meet the **simplicity** principle at this time.

The current fixed rate may cause economic hardship for low-income customers. As stated earlier, fixed revenues are a highly desirable source of revenue from a financial point of view as they create predictability in revenue. The benefit of the rebate program is that it helps those who may experience economic hardship while enabling an appreciable fixed portion of the water rate. Therefore, the rebate program helps promote **financial sustainability**.

COMMUNITY CONSULTATION POLICY

The Municipal Act stipulates public notice requirements for changes to water and wastewater rates. Advertisement on the Town's website has been provided for a three-week period in advance of the public meeting. Notice has also been given through advertisement on the Town Page of the local newspaper in advance of Council's consideration of the fee adjustments. The statutory public meeting is scheduled as part of the regular Committee of the Whole meeting on December 8, 2014.

BUDGET IMPACT

Operating Budget

The proposed fee adjustments include increases to the consumption fees for water and wastewater. For an average resident consuming 200 cubic metres of water per year, the increase will be 5.71% or \$52.20. For the average industrial, commercial and institutional customer consuming 835 cubic meters of water per year, the increase will be 7.92% or \$217.94. There is no impact on the tax base.

Capital Budget

The proposed rates will ensure that we continue to move infrastructure funding, via the Asset Replacement Fund, to a sustainable level.

CONTACT

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



Kevin Yaraskavitch
MFOA Intern



Anita Moore, AMCT
Commissioner, Corporate Services



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

KY:nh
Attachment

(1) Schedule A - Water & Wastewater Rates (1 pg.)

TOWN OF NEWMARKET
2015 USER FEES
Schedule A - Water and Wastewater Rates

Effective Date: January 1, 2015

	Current 2014 Rates		Proposed 2015 Rates		Change
	per 100 cubic feet	per cubic metre	per 100 cubic feet	per cubic metre	%
Combined Utility Rates					
Taxable Properties	\$8.193	\$2.892	\$8.932	\$3.153	9.02%
Water					
Taxable properties	\$4.077	\$1.439	\$4.240	\$1.497	4.00%
Non-taxable properties	\$4.518	\$1.595	\$4.699	\$1.659	4.00%
Flat rate - no meter, monthly	\$52.926		\$55.043		5.71%
Basic charge, monthly	\$14.000		\$14.000		0.00%
Wastewater					
Taxable properties	\$4.116	\$1.453	\$4.692	\$1.656	14.00%
Non-taxable properties	\$4.423	\$1.562	\$5.042	\$1.781	14.00%
Flat rate - no meter, monthly	\$51.750		\$53.820		5.71%
Basic charge, monthly	\$14.000		\$14.000		0.00%
Average Bill					
Residential annual average charge	200m ³	\$914.40		\$966.60	5.71%
ICI annual average charge	835m ³	\$2,750.82		\$2,968.76	7.92%



**Mike Mayes, Director
Financial Services**

TOWN OF NEWMARKET
395 Mulock Drive
P.O. Box 328
Newmarket, ON L3Y 4X7

www.newmarket.ca
mmayes@newmarket.ca
905.895.5193 ext. 2102

November 24, 2014

JOINT CORPORATE SERVICES REPORT - LEGISLATIVE SERVICES AND FINANCIAL SERVICES – 2014-45

TO: Mayor Tony Van Bynen and Members of Council
Committee of the Whole

SUBJECT: 2015 User Fees and Charges – Licensing Fees

ORIGIN: Director, Legislative Services /Town Clerk and Director, Financial Services/Treasurer

RECOMMENDATIONS

THAT Joint Corporate Services Report – Legislative Services and Financial Services - 2014-45 dated November 24, 2014 regarding 2015 Legislative Services (Licensing) Fees & Charges be received and the following recommendations be adopted:

- 1. THAT the attached Schedule “A” marked as the “2015 Legislative Services (Licensing) Fees & Charges” be approved and forwarded to Council for final adoption by by-law;**
- 2. AND THAT the fee adjustments come into full force and effect as of January 1, 2015.**

COMMENTS

Purpose

The purpose of this report is to recommend increases of 3% to the majority of the Licensing Fees for 2015.

Budget Impact

The impact of the proposed increases of 3% to the Licensing Fees is difficult to estimate as the number of licences that will be issued in 2015 is unknown.

Summary

Fees and charges are being targeted to increase by 3% on average, resulting from general service cost increases including general wage and benefit increases.

Background

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

Based on the Servicing Pricing Policy, Licensing fees fall into either the Community Supported Good or Consumer Good category in the Service Pricing Policy, placing them at a 60 -100% cost recovery.

Legislative Services has increased the majority of the 2015 licensing fees by 3% and over the last year or two have been increasing fees to bring them closer to the 60 - 90% target range. Dog and cat licensing fees have not been recommended to be increased for 2015.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

The adoption of the 2015 Fees and Charges by-law, implementing adjustments to Licensing fees, is in alignment with the key focus area *Well-equipped & managed* of the Community Strategic Plan.

COMMUNITY CONSULTATION POLICY

Notice has been given through advertisement on the Town's website and the Town Page of the local newspaper for a three-week period in advance of the public meeting. . The statutory public meeting, which will occur as part of the regular Committee of the Whole meeting, is scheduled on December 8, 2014.

BUDGET IMPACT (Current and Future)

Operating Budget

The additional revenue anticipated as a result of the increase in Licensing Fees is difficult to estimate as the number of the licenses that will be issued in 2015 is unknown.

Capital Budget

Not applicable.

CONTACT

For more information on this report, contact Andrew Brouwer, Director of Legislative Services/Town Clerk, 905-953-5300, extension 2211 or abrouwer@newmarket.ca



Mike Mayes
Director, Financial Services/Treasurer



Anita Moore
Commissioner, Corporate Services



Andrew Brouwer
Director, Legislative Services/Town Clerk

FW:nh
Attachment

(1) Legislative Services – Licensing Fees – Schedule A (3 pgs.)

TOWN OF NEWMARKET
2015 USER FEES
Schedule to Bylaw 2014-xx

DEPARTMENT: Legislative Services - Licensing fees **Effective Date: January 1, 2015**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	TOTAL FEE	INCREASE
ADULT ENTERTAINMENT PARLOURS						
Owner*		N	\$ 545.00	\$ 561.00	\$ 561.00	3%
Owner/Operator*		N	\$ 438.00	\$ 452.00	\$ 452.00	3%
Operator*		N	\$ 328.00	\$ 338.00	\$ 338.00	3%
Entertainer		N	\$ 222.00	\$ 230.00	\$ 230.00	4%
ADULT VIDEOS						
Store*		N	\$ 380.00	\$ 392.00	\$ 392.00	3%
Video Tape Store-where provision of Adult Videotapes is only incidental to the carrying on of the business of the provision of videotapes*		N	\$ 338.00	\$ 348.00	\$ 348.00	3%
AMUSEMENT- PLACE OF						
Class A (more than 4)*		N	\$ 359.00	\$ 370.00	\$ 370.00	3%
Class B (1 to 4)*		N	\$ 259.00	\$ 267.00	\$ 267.00	3%
Class C (Mall up to 10)*		N	\$ 365.00	\$ 376.00	\$ 376.00	3%
Family Entertainment Centre*		N	\$ 370.00	\$ 381.00	\$ 381.00	3%
ANIMAL LICENSING						
Dog or Cat over 4 mos (non-refundable)		N	\$ 30.00	\$ 30.00	\$ 30.00	0%
Dog or Cat over 4 mos if purchased at Town Office prior to March 1st (fee is non-refundable)		N	\$ 25.00	\$ 25.00	\$ 25.00	0%
Dog or Cat replacement tag (non-refundable)		N	\$ 5.00	\$ 5.00	\$ 5.00	0%
AUCTIONEERS*						
		N	\$ 181.00	\$ 186.00	\$ 186.00	3%
BILLIARDS (MORE THAN 4 TABLES)*						
		N	\$ 264.00	\$ 272.00	\$ 272.00	3%
BILLIARDS (1 - 4 TABLES)*						
		N	\$ 212.00	\$ 218.00	\$ 218.00	3%
BODY RUB PARLOUR						
Body-Rub Parlour Owner*		N	\$ 545.00	\$ 561.00	\$ 561.00	3%

TOWN OF NEWMARKET
2015 USER FEES
Schedule to Bylaw 2014-xx

DEPARTMENT: Legislative Services - Licensing fees **Effective Date: January 1, 2015**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	TOTAL FEE	INCREASE
Body-Rub Parlour Owner/Operator*		N	\$ 545.00	\$ 561.00	\$ 561.00	3%
Body-Rub Parlour Operator*		N	\$ 380.00	\$ 391.00	\$ 391.00	3%
Body-Rub Attendant		N	\$ 269.00	\$ 277.00	\$ 277.00	3%
BOWLING ALLEYS*		N	\$ 353.00	\$ 364.00	\$ 364.00	3%
CARNIVAL		N	\$ 242.00	\$ 250.00	\$ 250.00	3%
CATERING/REFRESHMENT VEHICLES						
Cart/Vehicle/Bicycle*		N	\$ 280.00	\$ 288.00	\$ 288.00	3%
Cart/Vehicle/Bicycle operator*		N	\$ 116.00	\$ 120.00	\$ 120.00	3%
Lost Refreshment Vehicle Plate		N	\$ 85.00	\$ 85.00	\$ 85.00	0%
Lost Refreshment Vehicle Operator ID		N	\$ 25.00	\$ 25.00	\$ 25.00	0%
Refreshment Cart Location - change to or additional location		N	\$ 50.00	\$ 52.00	\$ 52.00	4%
Refreshment Vehicle Transfer		N	\$ 160.00	\$ 165.00	\$ 165.00	3%
Clothing Donation Bin		N	\$ 200.00	\$ 206.00	\$ 206.00	3%
Clothing Donation Bin - Charities		N	\$ 75.00	\$ 77.00	\$ 77.00	3%
Clothing Donation Bin - Change Location		N	\$ 50.00	\$ 52.00	\$ 52.00	4%
Clothing Donation Bin - Impound Fee per Bin		N	\$ 100.00	\$ 100.00	\$ 100.00	0%
Clothing Donation Bin - Daily Storage Fee per Bin		N	\$ 20.00	\$ 20.00	\$ 20.00	0%
HAWKERS & PEDLAR						
Class A operator		N	\$ 372.00	\$ 383.00	\$ 383.00	3%
Employer License		N	\$ 269.00	\$ 277.00	\$ 277.00	3%
Class B "Special Sale"		N	\$98 per day or \$327 for max of 7 days	\$100 per day or \$337 for max of 7 days	\$100 per day or \$337 for max of 7 days	
Class C "Shopping Mall"		N	\$ 383.00	\$ 395.00	\$ 395.00	3%
Class D "Shopping Mall"		N	\$ 343.00	\$ 353.00	\$ 353.00	3%
Class E "Show Sale"		N	\$ 365.00	\$ 376.00	\$ 376.00	3%
Lost Picture ID		N	\$ 25.00	\$ 25.00	\$ 25.00	0%
HORSE-RIDING ESTABLISHMENTS*		N	\$ 422.00	\$ 435.00	\$ 435.00	3%

TOWN OF NEWMARKET
2015 USER FEES
Schedule to Bylaw 2014-xx

DEPARTMENT: Legislative Services - Licensing fees **Effective Date: January 1, 2015**

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	TOTAL FEE	INCREASE
LOUD SPEAKERS		N	\$ 175.00	\$ 180.00	\$ 180.00	3%
NEWSPAPER BOXES		N	\$ 48.00	\$ 50.00	\$ 50.00	4%
Impound Fee		N	\$ 53.00	\$ 55.00	\$ 55.00	4%
OUTDOOR SERVING AREAS*		N	\$ 318.00	\$ 328.00	\$ 328.00	3%
SECOND HAND GOODS SHOPS & DEALERS*		N	\$ 390.00	\$ 402.00	\$ 402.00	3%
TAXI						
Taxi Owner License (Plate)*		N	\$ 3,275.00	\$ 3,375.00	\$ 3,375.00	3%
Taxi Owner License Renewal (Plate)*		N	\$ 492.00	\$ 507.00	\$ 507.00	3%
Taxi Broker*		N	\$ 550.00	\$ 566.00	\$ 566.00	3%
Taxi Plate Owner Transfer (Sale)		N	\$ 422.00	\$ 435.00	\$ 435.00	3%
Taxi Driver New or after renewal date		N	\$ 163.00	\$ 168.00	\$ 168.00	3%
Taxi Driver Renewal before May 1st		N	\$ 97.00	\$ 100.00	\$ 100.00	3%
Taxi Driver Priority List		N	\$ 75.00	\$ 77.00	\$ 77.00	3%
Reinspection of Taxi Vehicle		N	\$ 52.00	\$ 54.00	\$ 54.00	4%
Vehicle transfer		N	\$ 160.00	\$ 165.00	\$ 165.00	3%
Lost Taxi Plate		N	\$ 85.00	\$ 85.00	\$ 85.00	0%
Lost Taxi Driver ID		N	\$ 25.00	\$ 25.00	\$ 25.00	0%
Lost Tariff Sheet		N	\$ 15.00	\$ 15.00	\$ 15.00	0%
Taxi test fee (per test)		N	\$ 25.00	\$ 26.00	\$ 26.00	4%
*Late Payment Fee for some classes of licenses		N	\$ 25.00	\$ 25.00	\$ 25.00	0%



**Mike Mayes, Director
Financial Services**

TOWN OF NEWMARKET
395 Mulock Drive
P.O. Box 328
Newmarket, ON L3Y 4X7

www.newmarket.ca
mmayes@newmarket.ca
905.895.5193 ext. 2102

November 24, 2014

**JOINT DEVELOPMENT & INFRASTRUCTURE SERVICES – PLANNING & BUILDING
SERVICES AND CORPORATE SERVICES REPORT – FINANCIAL SERVICES 2014-46**

TO: Mayor Tony Van Bynen and Members of Council
Committee of the Whole

SUBJECT: 2015 User Fees and Charges – Planning Act Fees

ORIGIN: Director, Planning & Building Services and Director, Financial Services/Treasurer

RECOMMENDATIONS:

THAT Joint Development & Infrastructure Services – Planning & Building Services and Corporate Services Report – Financial Services 2014-46 dated November 24, 2014 regarding 2015 User Fees and Charges – Planning Act Fees be received and the following recommendations be adopted:

- 1. THAT the attached Schedule “A”, being the Town of Newmarket 2015 Planning Application Fees Schedule, be approved and adopted by by-law;**
- 2. AND THAT the fee adjustments come into full force and effect as of January 1, 2015.**

COMMENTS

Purpose

The purpose of this report is to recommend increases of 3% to the Planning Act Fees for 2015.

Budget Impact

The estimated impact of the proposed increases to the Planning Act Fees is \$11,000.

Summary

Fees and charges are being targeted to increase by 3% on average, resulting from general service cost increases including general wage and benefit increases.

Background

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

Analysis & Options

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

The attached Schedule "A" has been prepared to recognize a Planning Application fee increase of 3% resulting from general service cost increases including general wage and benefit increases.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

The adoption of the 2015 Fees and Charges bylaw, implementing adjustments to Planning Act regulated fees, is in alignment with the key focus area *Well-equipped & managed* of the Community Strategic Plan.

COMMUNITY CONSULTATION POLICY

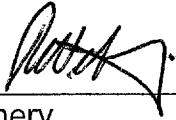
Although not required by the Planning Act, notice has been given through advertisement on the Town's website and the Town Page of the local newspaper for a three-week period in advance of the public meeting. The statutory public meeting, which will occur as part of the regular Committee of the Whole meeting, is scheduled on December 8, 2014.

BUDGET IMPACT (Current and Future)

The additional revenue anticipated as a result of the increase in Planning Act Fees is \$11,000.

CONTACT

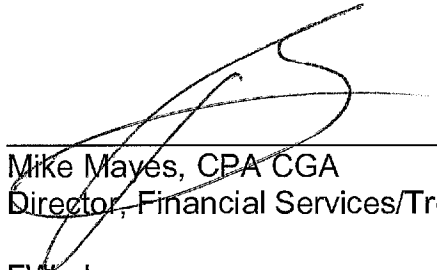
For more information on this report, please contact Rick Nethery at 905-953-5300, ext. 2451 or rnethery@newmarket.ca.



Rick Nethery
Director, Planning and Building Services



Peter Noehammer
Commissioner, DIS Services



Mike Mayes, CPA CGA
Director, Financial Services/Treasurer



Anita Moore, AMCT
Commissioner, Corporate Services

FW:nh
Attachment

(1) Planning Department: 2015 User Fees – Schedule A (6 pgs.)

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE A**

Department: Planning

Effective Date:

January 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Application Processing: Fees Prescribed under Section 69 of the Planning Act, R.S.O. 1990 for applications submitted after Sept. 15/2006.						
Official Plan Amendment	each	\$ 21,384.72	\$ 22,026.26	\$ 2,863.41	\$ 24,889.67	3%
Zoning By-law Amendment	each	\$ 18,640.35	\$ 19,199.56	\$ 2,495.94	\$ 21,695.50	3%
Subdivision - Residential	Base fee	\$ 67,944.98	\$ 69,983.33	\$ 9,097.83	\$ 79,081.16	3%
	Plus per unit	\$ 175.90	\$ 181.18	\$ 23.55	\$ 204.73	3%
Subdivision - Commercial	Base fee	\$ 72,899.97	\$ 75,086.97	\$ 9,761.31	\$ 84,848.28	3%
	Plus per hectare	\$ 1,348.54	\$ 1,389.00	\$ 180.57	\$ 1,569.57	3%
Subdivision - Industrial	Base fee	\$ 74,922.86	\$ 77,170.55	\$ 10,032.17	\$ 87,202.72	3%
	Plus per hectare	\$ 337.14	\$ 347.25	\$ 45.14	\$ 392.39	3%
Subdivision - Institutional	Base fee	\$ 74,247.61	\$ 76,475.04	\$ 9,941.76	\$ 86,416.80	3%
	Plus per hectare	\$ 674.28	\$ 694.51	\$ 90.29	\$ 784.80	3%
Revision of Draft Plan Approval Requiring Circulation	each application	\$ 2,622.52	\$ 2,701.20	\$ 351.16	\$ 3,052.36	3%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE A**

Department: Planning

Effective Date:

January 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Revision to Conditions of Draft Approval	each application	\$ 2,622.52	\$ 2,701.20	\$ 351.16	\$ 3,052.36	3%
Extension of Draft Approval	each application	\$ 1,311.24	\$ 1,350.58	\$ 175.58	\$ 1,526.16	3%
Registration of each Phase of a Plan	each	\$ 1,311.24	\$ 1,350.58	\$ 175.58	\$ 1,526.16	3%
Site Plan - Residential	each	\$ 34,912.95	\$ 35,960.34	\$ 4,674.84	\$ 40,635.18	3%
	Plus per unit	\$ 175.90	\$ 181.18	\$ 23.55	\$ 204.73	3%
Site Plan - High Rise Office Commercial	Per 1,800 m ² of gross floor area	\$ 11,424.47	\$ 11,767.20	\$ 1,529.74	\$ 13,296.94	3%
Site Plan - All Other	each	\$ 11,207.18	\$ 11,543.40	\$ 1,500.64	\$ 13,044.04	3%
Condominium - Residential	each	\$ 31,292.27	\$ 32,231.04	\$ 4,190.04	\$ 36,421.08	3%
	Plus per unit	\$ 175.90	\$ 181.18	\$ 23.55	\$ 204.73	3%
Condominium - All Other	each	\$ 7,852.04	\$ 8,087.60	\$ 1,051.39	\$ 9,138.99	3%
Removal of Holding (H)	each	\$ 3,474.24	\$ 3,578.47	\$ 465.20	\$ 4,043.67	3%
Part Lot Control	each	\$ 1,646.05	\$ 1,695.43	\$ 220.41	\$ 1,915.84	3%
Consent - Severance	each	\$ 5,851.57	\$ 6,027.12	\$ 783.53	\$ 6,810.65	3%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE A**

Department: Planning

Effective Date:

January 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Consent - Other	each	\$ 3,901.51	\$ 4,018.56	\$ 522.41	\$ 4,540.97	3%
Minor Variance	each	\$ 1,308.39	\$ 1,347.64	\$ 175.19	\$ 1,522.83	3%
Special Committee of Adjustment Meeting for Emergent Issues	each	\$ 898.43	\$ 925.38	\$ 120.30	\$ 1,045.68	3%
Sign or fence By-law variance - within the jurisdiction of staff	each	\$ 78.51	\$ 80.87	\$ 10.51	\$ 91.38	3%
Sign or fence By-law variance or appeal to the Variance Committee	each	\$ 463.75	\$ 477.66	\$ 62.10	\$ 539.76	3%
Telecommunications Tower	each	\$ 11,047.48	\$ 11,378.90	\$ 1,479.26	\$ 12,858.16	3%
Application Reactivation Fee	each	\$ 592.64	\$ 610.42	\$ 79.35	\$ 689.77	3%
	Plus Annual Increase					
Woodlot Preservation Application (By-Law 2007-71)	per tree	\$ 118.53	\$ 122.09	\$ 15.87	\$ 137.96	3%
Tree Preservation, Protection, Replacement and Enhancement Policy Compensation	Based on the "Guide for Plant Appraisal" 9 th (or latest) edition established by the International Society of Arboriculture.					
Request for Support Resolution (Feed-In-Tariff Program)	Per Application	150	\$ 150.00	\$ -	\$ 150.00	0%
Peer Review and/or External Consulting Fees	Actual Cost					
Planning Administrative Fee	5% of consultant's fee					

Planning

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE A**

Department: Planning

Effective Date:

January 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Referral of Plan to Ontario Municipal Board	each	\$ 125.00	\$ 125.00	\$ -	\$ 125.00	0%
Ontario Municipal Board Hearing Deposits	Ontario Municipal Board Hearing Deposits are due and payable upon the receipt of an appeal with respect to the application(s). The said deposit shall be paid by the applicant in a manner and amount to be determined by the Council of the Town of Newmarket. Fees incurred by the Municipality above and beyond the amount of the deposit required will be invoiced to and payable by the applicant. Should the fees incurred be less than the amount of the deposit required, the appropriate refund will be issued to the applicant.					
Application Processing: Fees Prescribed under Section 69 of the Planning Act, R.S.O. 1990 for applications submitted prior to Sept. 15/2006.						
Draft Approval and Final Registration Coordination Fee (payable at time of draft approval)						
Industrial Subdivisions		\$ 19,062.85	\$ 19,634.74	\$ 2,552.52	\$ 22,187.26	3%
Residential Subdivisions (more than 30 lots)		\$ 19,072.66	\$ 19,644.84	\$ 2,553.83	\$ 22,198.67	3%
All other Subdivisions		\$ 14,297.84	\$ 14,726.78	\$ 1,914.48	\$ 16,641.26	3%
Coordination Fee for Engineering Drawing Submissions beyond 4 th Submission (payable at time of 5 th submission)						
Industrial Subdivisions		\$ 4,672.96	\$ 4,813.15	\$ 625.71	\$ 5,438.86	3%
Residential Subdivisions (more than 30 lots)		\$ 4,672.96	\$ 4,813.15	\$ 625.71	\$ 5,438.86	3%
All other Subdivisions		\$ 2,336.47	\$ 2,406.56	\$ 312.85	\$ 2,719.41	3%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE A**

Department: Planning

Effective Date:

January 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Miscellaneous Items						
Photocopies	each	\$ 0.84	\$ 0.87	\$ 0.11	\$ 0.98	4%
Zoning By-law Amendment (copy)	each	\$ 3.15	\$ 3.24	\$ 0.42	\$ 3.66	3%
Street Maps (36" X 42")	each	\$ 14.83	\$ 15.27	\$ 1.99	\$ 17.26	3%
Full Size Drawings (Copies)	each	\$ 14.83	\$ 15.27	\$ 1.99	\$ 17.26	3%
Zoning Maps	each	\$ 6.19	\$ 6.38	\$ 0.83	\$ 7.21	3%
Developments Pending Map	each	\$ 14.83	\$ 15.27	\$ 1.99	\$ 17.26	3%
Lot Map	each	\$ 14.83	\$ 15.27	\$ 1.99	\$ 17.26	3%
OPA	each	\$ 7.46	\$ 7.68	\$ 1.00	\$ 8.68	3%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE A**

Department: Planning

Effective Date:

January 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Yonge Street Study	each	\$ 21.09	\$ 21.72	\$ 2.82	\$ 24.54	3%
Newmarket Official Plan 2006-2026 (Approved Version)	each	\$ 50.71	\$ 52.23	\$ 6.79	\$ 59.02	3%
Bylaw 1979 - 50	each	\$ 51.97	\$ 53.53	\$ 6.96	\$ 60.49	3%
Zoning Bylaw 2010-40	each	\$ 64.12	\$ 66.04	\$ 8.59	\$ 74.63	3%
Street Number Maps (set)	each	\$ 74.27	\$ 76.50	\$ 9.95	\$ 86.45	3%
Zoning Confirmation Letter	each	\$ 79.98	\$ 82.38	\$ 10.71	\$ 93.09	3%
Zoning Compliance Letters	each	\$ 135.73	\$ 139.80	\$ 18.17	\$ 157.97	3%
Newmarket Historic Downtown Community Improvement Plan (CIP)	each	\$ 12.38	\$ 12.75	\$ 1.66	\$ 14.41	3%
CIP Design Guidelines	each	\$ 6.19	\$ 6.38	\$ 0.83	\$ 7.21	3%
Oak Ridges Moraine (OPA)	each	\$ 43.32	\$ 44.62	\$ 5.80	\$ 50.42	3%
Oak Ridges Moraine (Zoning Bylaw)	each	\$ 6.19	\$ 6.38	\$ 0.83	\$ 7.21	3%
Owner Request for Change of Address	each	\$ 150.00	\$ 154.50	\$ 20.09	\$ 174.59	3%



TOWN OF NEWMARKET
395 Mulock Drive
P.O. Box 328
Newmarket, ON L3Y 4X7

www.newmarket.ca
mmayes@newmarket.ca
905.953.5300 Ext: 2102

November 24, 2014

JOINT CENTRAL YORK FIRE SERVICES AND CORPORATE SERVICES REPORT - FINANCIAL SERVICES 2014-47

TO: Mayor Tony Van Bynen and Members of Council
Committee of the Whole

SUBJECT: 2015 User Fees and Charges – Fire Services

ORIGIN: Fire Chief and Director, Financial Services/Treasurer

RECOMMENDATIONS

THAT Joint Central York Fire Services and Corporate Services Report – Financial Services 2014-47 dated November 24, 2014 regarding 2015 User Fees and Charges – Fire Services be received and the following recommendations be adopted:

1. THAT the attached Schedule “A” being the Town of Newmarket 2015 Fire Services Fees Schedule, be approved and adopted by by-law;
2. AND THAT the fee adjustments come into full force and effect January 1, 2015.

COMMENTS

Purpose

The purpose of this report is to recommend adjustments to the user fees and charges in Fire Services in 2015.

Budget Impact

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

Summary

Fees and charges are being targeted to increase by 3% on average, resulting from general service cost increases including general wages and benefits. No new fee is introduced for 2015. There is no change to the fee items set by the Ministry of Transportation.

Background

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

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

Analysis & Options

The proposed change to 2015 fees and charges for Fire Services is a 3% increase to reflect service cost increases including wages and benefits. There is no change to the fee items set by the Ministry of Transportation. Attached is the proposed Fire Services user fee schedule for 2015.

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

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

The adoption of the 2015 Fees and Charges by-law, implementing adjustments to Fire Services Fees, lies within the key focus area *Well-equipped & managed* of the Community Strategic Plan.

COMMUNITY CONSULTATION POLICY

Advertisement on the Town of Newmarket's website has been provided for a three-week period in advance of the public meeting. In addition, notice has been given through advertisement on the Town Page of the local newspaper in advance of Council's consideration of the fee adjustments. . The statutory public meeting, which will occur as part of the regular Committee of the Whole meeting, is scheduled on December 8, 2014.

BUDGET IMPACT (Current and Future)

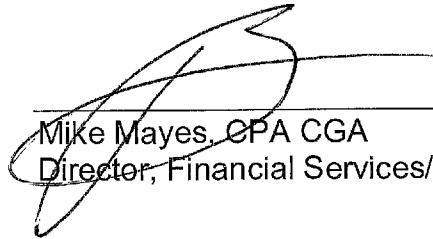
The anticipated impact of the adjustment to Fire Services fees is not material.

CONTACT

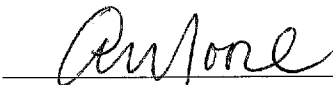
For more information on this report, contact Mike Mayes at 905-953-5300, ext. 2102, or via email at mmayes@newmarket.ca OR Ian Laing, Fire Chief, Central York Fire Services at 905-953-5300, ext. 3001 or ilaing@newmarket.ca.



Ian Laing
Fire Chief, Central York Fire Services



Mike Mayes, CPA CGA
Director, Financial Services/Treasurer



Anita Moore, AMCT
Commissioner, Corporate Services

FW:nh
Attachment

(1) 2015 User Fees Schedule A – Fire Services (2 pgs.)

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE A**

Department: Fire Services

Effective Date: January 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	TIMELINES	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Apartment/Office Inspections Base Building	One to five storey premises	6 hours	\$334.38	\$344.41	\$44.77	\$389.18	3.0%
	Six or more storey premises	8 hours	\$445.84	\$459.22	\$59.70	\$518.92	3.0%
	Each additional unit	1.5 hours	\$83.60	\$86.11	\$11.19	\$97.30	3.0%
	Day Care Home Inspection	1.5 hours	\$83.60	\$86.11	\$11.19	\$97.30	3.0%
	Day Nursery Inspection	1.5 hours	\$83.60	\$86.11	\$11.19	\$97.30	3.0%
	Faxing or Mailing Reports	0.5 hours	\$27.86	\$28.70	\$3.73	\$32.43	3.0%
Hazardous Materials Response (any location)	First hour per fire unit/flat rate		\$410.00	\$410.00	\$0.00	\$410.00	0.0%
	Each additional 1/2 hour per fire unit		\$205.00	\$205.00	\$0.00	\$205.00	0.0%
	Per hour/firefighter plus material used		\$43.00	\$44.29	\$0.00	\$44.29	3.0%
	Per hour/officer plus material used		\$49.45	\$50.93	\$0.00	\$50.93	3.0%
Industrial & Commercial Inspection	Per single industrial unit	1.5 hours	\$83.60	\$86.11	\$11.19	\$97.30	3.0%
	Each additional unit	1.5 hours	\$83.60	\$86.11	\$11.19	\$97.30	3.0%
	LLBO Inspections	2 hours	\$111.47	\$114.81	\$14.93	\$129.74	3.0%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE A**

Department: Fire Services

Effective Date: January 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	TIMELINES	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Provincial Highway Accident Responses	First hour per fire unit/flat rate		\$410.00	\$410.00	\$0.00	\$410.00	0.0%
	Each additional ½ hour per fire unit		\$205.00	\$205.00	\$0.00	\$205.00	0.0%
Request for Incident Reports/Property File Search			\$41.80	\$43.05	\$5.60	\$48.65	3.0%
Retrofit Inspections (9.5, 9.6, 9.8)			\$178.34	\$183.69	\$23.88	\$207.57	3.0%
Paid Duty Truck Stand-by	First hour per fire unit/flat rate		\$410.00	\$410.00	\$0.00	\$410.00	0.0%
	Each additional ½ hour per fire unit		\$205.00	\$205.00	\$0.00	\$205.00	0.0%
	Per hour/firefighter plus material used		\$43.00	\$44.29	\$0.00	\$44.29	3.0%
	Per hour/officer plus material used		\$49.45	\$50.93	\$0.00	\$50.93	3.0%
Extinguisher Training Using Classroom and Burn Pan	Per session up to 20 people with own extinguishers		\$350.00	\$350.00	\$45.50	\$395.50	0.0%
Chronic False Alarm (preventable cause)-after two responses	Per unit/per incident		\$410.00	\$410.00	\$0.00	\$410.00	0.0%



**Mike Mayes, Director
Financial Services/Treasurer**

TOWN OF NEWMARKET
395 Mulock Drive
P.O. Box 328
Newmarket, ON L3Y 4X7

www.newmarket.ca
mmayes@newmarket.ca
905-953-5300 ext. 2102

November 24, 2014

CORPORATE SERVICES REPORT - FINANCIAL SERVICES 2014-48

TO: Mayor Tony Van Bynen and Members of Council
Committee of the Whole

SUBJECT: 2015 User Fees and Charges – General Fees and Charges

ORIGIN: Director, Financial Services/Treasurer

RECOMMENDATIONS

THAT Corporate Services Report – Financial Services 2014-48 dated November 24, 2014 regarding 2015 User Fees and Charges – General Fees and Charges be received and the following recommendations be adopted:

- 1. THAT the attached Schedules “A”, “B”, “C”, “D”, “E” and “F” marked as the Town of Newmarket 2015 All Departments, Corporate Services – Finance & Purchasing & IT, Legal Services, Public Works Services, Engineering Services and Legislative Services-General Fees and Charges Schedules respectively, be approved and adopted by by-law;**
- 2. AND THAT the fee adjustments come into full force and effect as of January 1, 2015.**

COMMENTS

Purpose

The purpose of this report is to recommend increases to the fees and charges in Corporate Services, Public Works Services and Engineering Services, to become effective January 1, 2015.

Budget Impact

The impact of the increases to the above fees is estimated to be \$20,000.

Summary

The proposed user fee changes vary depending upon the services provided. A 3% increase has been proposed to all the fees and charges in Legal Services and Engineering Services. In Public Works Services, IT and Legislative Services, increases vary depending on the service provided. No increase is proposed to fees in Financial Services and Procurement Services.

Background

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

Legal Services: All the fees and charges are proposed to increase by 3%.

Legislative Services: Some of the fees are proposed to increase by 3%. The marriage ceremony fee is recommended to increase from \$250 to \$400, which is in line with other private and public officiant fees and includes the officiant's overhead costs currently assumed by the municipality.

Engineering Services: All the fees and charges are proposed to increase by 3%.

Public Works: A 3% increase is proposed to most of the fee items.

Information Technology: No change is proposed to the majority of the fee items.

Financial Services and Procurement Services: No change is proposed to their fees and charges items.

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

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

The adoption of the 2015 General Fees and Charges is in alignment with the key focus area *Well-equipped & managed*, of the Community Strategic Plan.

COMMUNITY CONSULTATION POLICY

Advertisement on the Town of Newmarket's website has been provided for a three-week period in advance of the public meeting. In addition, notice has been given through advertisement on the Town Page of the local newspaper in advance of Council's consideration of the fee adjustments. The statutory public meeting, which will occur as part of the regular Committee of the Whole meeting, is scheduled on December 8, 2014.

BUDGET IMPACT (Current and Future)*Operating Budget*

Increases to the fees and charges are limited to cost recovery. The estimated impact of these increases is \$20,000.


Capital Budget

Not applicable.

CONTACT

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



Mike Mayes, CPA CGA
Director, Financial Services/Treasurer

Anita Moore, AMCT
Commissioner, Corporate Services

MM/nh

Attachments

- (1) Schedule A - All Departments (1 pg.)
- (2) Schedule B - Corporate Services (3 pgs.)
- (3) Schedule C - Legal Services (4 pgs.)
- (4) Schedule D - Public Works (5 pgs.)
- (5) Schedule E - Engineering Services (2 pgs.)
- (6) Schedule F - Legislative Services-General Fees (5 pgs.)

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE A**

Department: All Departments Effective Date: January 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Plan Reproduction:						
24" x 36" sheet – for first sheet	per sheet	\$ 16.37	\$ 16.81	\$ 2.19	\$19.00	2.7%
additional sheets	per sheet	\$ 8.19	\$ 8.41	\$ 1.09	\$9.50	2.7%
36" x 42" sheet – for first sheet	per sheet	\$ 16.37	\$ 16.81	\$ 2.19	\$19.00	2.7%
additional sheets	per sheet	\$ 8.19	\$ 8.41	\$ 1.09	\$9.50	2.7%
Photocopy:	per copy	\$ 0.84	\$ 0.84	\$ 0.11	\$0.95	0.0%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE B**

Commission: Corporate Services

Effective Date: January 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST
<u>FINANCE</u>					
Accounts Receivable Finance Charges	1.25% monthly on outstanding balance	N	1.25% monthly on outstanding balance	1.25% monthly on outstanding balance	
Accounts Receivable Collection Charges	16% of the outstanding balance	N	16% of the outstanding balance	16% of the outstanding balance	
Tax Certificate		N	\$75.00	\$75.00	\$0.00
Treasurer's Compliance Letter		N	\$75.00	\$75.00	\$0.00
Returned Cheque		N	\$50.00	\$50.00	\$0.00
Statement of Taxes Paid		N	\$35.00	\$35.00	\$0.00
Statement of Tax Acct. – Owner only	each	N	\$35.00	\$35.00	\$0.00
Verification of Local Improvements		N	\$75.00	\$75.00	\$0.00
Property Search Fee	per hour	N	\$35.00	\$35.00	\$0.00
Detailed Analysis of Tax Account	per hour	N	\$45.00	\$45.00	\$0.00
Update Mortgage Company Information		N	\$15.00	\$15.00	\$0.00
Accounting Administrative Fee	15% of invoice	Y	15% of invoice	15% of invoice	
Copies of Assessment View	per copy	Y	\$ 0.84	\$ 0.84	\$0.11
Administration of Developments	5% of Security Requirement, to a maximum amount +HST	Y	5% of Security Requirement, maximum \$60,000 +HST	5% of Security Requirement, maximum \$60,000 +HST	

TOTAL FEE	% INCREASE
1.25% monthly on outstanding balance	0%
16% of the outstanding balance	0%
\$75.00	0%
\$75.00	0%
\$50.00	0%
\$35.00	0%
\$35.00	0%
\$75.00	0%
\$35.00	0%
\$45.00	0%
\$15.00	0%
15% of invoice+HST	0%
\$0.95	0%
5% of Security Requirement, maximum \$60,000 +HST	0%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE B**

Commission: Corporate Services

Effective Date: January 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST
<u>PROCUREMENT SERVICES</u>					
Quotations, Proposals and Tenders	range from \$10.00 to \$250.00 depending on the complexity or value of the solicitation	Y	range from \$10.00 to \$250.00 depending on the complexity or value of the solicitation	range from \$10.00 to \$250.00 depending on the complexity or value of the solicitation	
<u>INFORMATION SYSTEMS</u>					
Custom Mapping (minimum charge of 1/2 hour)	per hour	Y	\$50.00	\$50.00	\$6.50
	per additional copy (size 8.5x11 to 11x17)	Y	\$1.99	\$1.99	\$0.26
	per additional copy (larger than 11x17)	Y	\$5.00	\$5.00	\$0.65
Digital Address Points Including Street Number and Name		Y	\$1,200.00	\$1,200.00	\$156.00
Digital Building Footprints		Y	\$1,200.00	\$1,200.00	\$156.00
Ward Polling Location Map	per copy	Y	\$14.83	\$15.27	\$1.99
Individual Ward Map	per copy	Y	\$14.83	\$15.27	\$1.99
Detailed Street Map	per copy	Y	\$25.00	\$25.00	\$3.25

TOTAL FEE	% INCREASE
range from \$10 to \$250 depending on complexity or value of the solicitation	0%
\$56.50	0%
\$2.25	0%
\$5.65	0%
\$1,356.00	0%
\$1,356.00	0%
\$17.26	3%
\$17.26	3%
\$28.25	0%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE B**

Effective Date: January 1, 2015

Commission: Corporate Services

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST	TOTAL FEE	% INCREASE
Municipal Address Map Series	full set of 42, D sized sheets	Y	\$125.00	\$125.00	\$16.25	\$141.25	0%
	per sheet (D sized)	Y	\$6.68	\$6.68	\$0.87	\$7.55	0%
	full set of 42, 11x17	Y	\$74.27	\$76.50	\$9.95	\$86.45	3%
	per sheet (11x17)	Y	\$1.99	\$1.99	\$0.26	\$2.25	0%
Large 2007 Ortho Meeting Room Map	per copy	Y	\$50.00	\$50.00	\$6.50	\$56.50	0%
Large 2009 Ortho Meeting Room Map	per copy	Y	\$50.00	\$50.00	\$6.50	\$56.50	0%
Large 2011 Ortho Meeting Room Map	per copy	Y	\$100.00	\$100.00	\$13.00	\$113.00	0%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE C**

Department: Legal Services

Effective Date: January 1, 2015

NOTE: All fees and charges are subject to H.S.T. and full cost recovery including but not limited to Teraview fees or courier as applicable. An administrative fee of \$10.00 will be added to any courier charges. All fees may be increased based on the complexity and nature of the Agreement, document or service as determined by Municipal Solicitor and based on the hourly rate of **\$264.00** per lawyer and **\$98** per law clerk.

Some examples of full cost recovery: Registration Fees, Sub-Search Fees, Conveyancer Fees, Printing Fees, Courier Fees, Corporate Search Fees, etc.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Standard Encroachment Agreement - New	each	Y	min. \$1,115	min. \$1,148	varies	Varies	3.0%
Renewals of Encroachment Agreement re: change of property ownership	each	Y	min. \$558	min. \$575	varies	Varies	3.0%
Model Home Agreement	each	Y	\$ 986.00	\$ 1,016.00	\$132.08	\$1,148.08	3.0%
Builder's Agreement	each	Y	\$ 986.00	\$ 1,016.00	\$132.08	\$1,148.08	3.0%
Standard Pre-servicing Agreement	each	Y	min. \$1,115	min. \$1,148	varies	Varies	3.0%
Temporary Sales Office Agreement	each	Y	\$ 986.00	\$ 1,016.00	\$132.08	\$1,148.08	3.0%
Temporary Structure Agreement	each	Y	\$ 986.00	\$ 1,016.00	\$132.08	\$1,148.08	3.0%
Spine Services Development Agreement	each	Y	min. \$9,223	min. \$9,500	varies	Varies	3.0%
Amendments to Spine Services Development Agreement	each	Y	min. \$1,723	min. \$1,775	varies	Varies	3.0%
Miscellaneous Agreements (based on complexity)	each	Y	min. \$407	min. \$419	varies	Varies	3.0%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE C**

Department: Legal Services

Effective Date: January 1, 2015

NOTE: All fees and charges are subject to H.S.T. and full cost recovery including but not limited to Teraview fees or courier as applicable. An administrative fee of \$10.00 will be added to any courier charges. All fees may be increased based on the complexity and nature of the Agreement, document or service as determined by Municipal Solicitor and based on the hourly rate of **\$264.00** per lawyer and **\$98** per law clerk.

Some examples of full cost recovery: Registration Fees, Sub-Search Fees, Conveyancer Fees, Printing Fees, Courier Fees, Corporate Search Fees, etc.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
RESIDENTIAL, COMMERCIAL OR INDUSTRIAL DEVELOPMENT FEES (Legal Services from Commencement of Application to Final Release of Acceptance of Subdivision) Billed After Plan Registration							
SUBDIVISION/CONDOMINIUM AGREEMENTS							
Subdivision (includes Residential Condominium) Base Fee (includes first 100 lots and/or developable blocks)	each	Y	min. \$9,223	min. \$9,500	varies		
Plus Additional Fee for Each Lot - 101 to 250 Lots	per lot	Y	\$ 31.00	\$ 31.93	\$4.15	Varies	3.0%
Plus Additional Fee for Each Lot - 251 to 400 Lots	per lot	Y	\$ 20.00	\$ 20.60	\$2.68	\$36.08	3.0%
Plus Additional Fee for Each Lot – 401 and over	per lot	Y	\$ 13.00	\$ 13.39	\$1.74	\$23.28	3.0%
Standard Subdivision Agreement	each	Y	min. \$5,912	min. \$6,089	varies	\$15.13	3.0%
Amendments to Standard Subdivision Agreement	each	Y	min. \$1,791	min. \$1,845	varies	Varies	3.0%
Commercial/Industrial	base fee	Y	\$ 5,970.00	\$ 6,149.00	\$799.37	Varies	3.0%
Commercial/Industrial	per acre	Y	\$ 124.00	\$ 127.72	\$16.60	\$6,948.37	3.0%
Security Release Requests	each	Y	min. \$327	min. \$337	varies	\$144.32	3.0%
Security Reduction Requests	each	Y	min. \$168	min. \$173	varies	Varies	3.0%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE C**

Department: Legal Services

Effective Date: January 1, 2015

NOTE: All fees and charges are subject to H.S.T. and full cost recovery including but not limited to Teraview fees or courier as applicable. An administrative fee of \$10.00 will be added to any courier charges. All fees may be increased based on the complexity and nature of the Agreement, document or service as determined by Municipal Solicitor and based on the hourly rate of \$264.00 per lawyer and \$98 per law clerk.

Some examples of full cost recovery: Registration Fees, Sub-Search Fees, Conveyancer Fees, Printing Fees, Courier Fees, Corporate Search Fees, etc.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
SITE PLAN AGREEMENTS							
Commercial/Industrial Sites including commercial, residential or multi-use condominiums (Head Agreements)	each	Y	min. \$812	min. \$836	varies	Varies	3.0%
Commercial/Industrial Sites including commercial, residential or multi-use condominiums (Amendments to Head Agreements)	each	Y	min. \$528	min. \$544	varies	Varies	3.0%
Private Schools	each	Y	min. \$522	min. \$538	varies	Varies	3.0%
Regional Schools	each	Y	min. \$522	min. \$538	varies	Varies	3.0%
Region of York	each	Y	min. \$812	min. \$836	varies	Varies	3.0%
All other Site Plan/Development Agreements	each	Y	min. \$812	min. \$836	varies	Varies	3.0%
All other Amending Site Plan/Development Agreements	each	Y	min. \$544	min. \$560	varies	Varies	3.0%
Security Release Requests	each	Y	min. \$327	min. \$337	varies	Varies	3.0%
Security Reduction Requests	each	Y	min. \$168	min. \$173	varies	Varies	3.0%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE C**

Department: Legal Services

Effective Date: January 1, 2015

NOTE: All fees and charges are subject to H.S.T. and full cost recovery including but not limited to Teraview fees or courier as applicable. An administrative fee of \$10.00 will be added to any courier charges. All fees may be increased based on the complexity and nature of the Agreement, document or service as determined by Municipal Solicitor and based on the hourly rate of **\$264.00** per lawyer and **\$98** per law clerk.

Some examples of full cost recovery: Registration Fees, Sub-Search Fees, Conveyancer Fees, Printing Fees, Courier Fees, Corporate Search Fees, etc.

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
OTHER							
Compliance Letters (For 48 hour turnaround, add 25%) (Legal issues only)	each	Y	min. \$157	min. \$162	varies	Varies	3.0%
Release of Agreement	each	Y	min. \$264	min. \$272	varies	Varies	3.0%
Discharge Mortgage –Per Discharge	each	Y	min. \$233	min. \$240	varies	Varies	3.0%
Property Standards Order – Compliance Release (preparation of discharge and registration per order)	each	Y	min. \$283	min. \$291	varies	Varies	3.0%
Release Documents, Restrictions, Easements, etc.	each	Y	min. \$233	min. \$240	varies	Varies	3.0%
Bylaws that Require Registration	each	Y	min. \$290	min. \$299	varies	Varies	3.0%
Transfers of land and easements or other conveyances not pursuant to a development agreement	each	Y	min. \$558	min. \$575	varies	Varies	3.0%
Reconveyance of land pursuant to an Agreement	each	Y	min. \$558	min. \$575	varies	Varies	3.0%
Registration of Miscellaneous Documents	each	Y	min. \$279	min. \$287	varies	Varies	3.0%
Miscellaneous letters in response to requests for information	each	Y	min. \$157	min. \$162	varies	Varies	3.0%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE D**

Department: Public Works

Effective Date: Jan 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT
Parks					
Installation of Banners on Main & Water	\$50.00/hour for each staff person plus 15% admin fee to a max. \$550.00	Y	\$ 610.04	\$ 628.34	\$ 81.68
Installation of Banners at all other locations					
Celebration Programs					
Celebration & Boulevard Trees (Planting Included)	Each	Y	\$ 350.00	\$ 350.00	\$ 45.50
Veteran's Memorial Walkway Stones (Large)	Each	Y	\$ 300.00	\$ 300.00	\$ 39.00
Veteran's Memorial Walkway Stones (Small)	Each	Y	\$ 150.00	\$ 150.00	\$ 19.50
Celebration Bench	Each	Y	\$ 1,000.00	\$ 1,000.00	\$ 130.00
Reflection Bench	Each	Y	\$ 1,500.00	\$ 1,500.00	\$ 195.00
Sewer					
Special Sanitary Sewer Charge - Infilling Lot	per residential unit	N	\$ 412.00	\$ 424.36	\$ -
Inspection Fee for Res. San. Service Installed by Owner	\$141.17 + 15% Admin \$21.17	Y	\$ 157.61	\$ 162.34	\$ 21.10
Remove second and subsequent blockages in sanitary sewer (if on private property)	Actual + Administration Fee	Y			

TOTAL FEE	% INCREASE
\$ 710.02	3%
\$ 395.50	0%
\$ 339.00	0%
\$ 169.50	0%
\$ 1,130.00	0%
\$ 1,695.00	0%
\$ 424.36	3%
\$ 183.44	3%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE D**

Department: Public Works

Effective Date: Jan 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Water							
Water flow test not related to existing site plan agreements	(\$150.56 + 15% Admin \$22.58) each	Y	\$ 168.10	\$ 173.14	\$ 22.51	\$ 195.65	3%
Water Construction Charge	Residential	N	\$ 81.95	\$ 84.41	\$ -	\$ 84.41	3%
	Commercial/ Industrial/ Institutional	N	\$ 137.20	\$ 141.32	\$ -	\$ 141.32	3%
Watermain Tap for Residential Water Service (by Town)	\$407.24 + 15% Admin of \$61.09	Y	\$ 454.69	\$ 468.33	\$ 60.88	\$ 529.21	3%
Turn Water Off / On for Unpaid Water Bill	During Regular Working Hours (\$114.81+ 15% Admin.\$17.22)	Y	\$ 128.19	\$ 132.04	\$ 17.17	\$ 149.21	3%
	Emergency After Hours (\$329.37+ 15% Admin of \$49.41)	Y	\$ 367.74	\$ 378.77	\$ 49.24	\$ 428.01	3%
Repair/Replace Anti-Tampering device Hydrant or valve	Hydrant (\$401.82 + 15% Admin of \$60.27)	Y	\$ 448.63	\$ 462.09	\$ 60.07	\$ 522.16	3%
	(\$277.46+Admin.\$41.62)	Y	\$ 309.78	\$ 319.07	\$ 41.48	\$ 360.55	3%
Inspection Fee for Residential Water Service Installed by Owner	\$122.34+ 15% Admin of \$18.35	Y	\$ 136.59	\$ 140.69	\$ 18.29	\$ 158.98	3%
Water Valve Operating After Hours – related to developments	\$404.63+ 15% Admin of \$60.69	Y	\$ 451.77	\$ 465.32	\$ 60.49	\$ 525.81	3%
Water Collection Fee	Per application	Y	\$ 39.16	\$ 40.33	\$ 5.24	\$ 45.57	3%
Water - Bulk Rate	Per 1000 gallon	N	\$ 19.63	\$ 20.22	\$ -	\$ 20.22	3%
	Per liter	N	\$ 0.004318	\$ 0.004448	\$ -	\$ 0.004448	3%
Special Water Charge - Infilling Lot (For new developments)	Per residential unit	N	\$ 494.40	\$ 509.23	\$ -	\$ 509.23	3%
Meter Seal - Return Visit	\$127.06 + 15% Admin \$19.06	Y	\$ 141.86	\$ 146.12	\$ 19.00	\$ 165.12	3%
Valve Locate or Line Tracing	\$108.23 + Admin \$16.23	Y	\$ 120.84	\$ 124.47	\$ 16.18	\$ 140.65	3%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE D**

Department: Public Works

Effective Date: Jan 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Water Meters							
Installed by Builder/Plumber	16x13 (5/8"x 1/2")	Y	\$ 364.96	\$ 375.91	\$ 48.87	\$ 424.78	3%
Installed by Builder/Plumber	16x19 (5/8"x3/4")	Y	\$ 364.96	\$ 375.91	\$ 48.87	\$ 424.78	3%
Installed by Builder/Plumber	19 (3/4")	Y	\$ 382.70	\$ 394.18	\$ 51.24	\$ 445.42	3%
Installed by Builder/Plumber	25.0 (1")	Y	\$ 398.89	\$ 410.86	\$ 53.41	\$ 464.27	3%
Installed by Builder/Plumber	38 (1-1/2")	Y	\$ 756.42	\$ 779.11	\$ 101.28	\$ 880.39	3%
Installed by Builder/Plumber	50 (2")	Y	\$ 1,011.06	\$ 1,041.39	\$ 135.38	\$ 1,176.77	3%
75 Compound (3") Installed by Dev.	(including cost of strainers)	Y	\$ 4,084.47	\$ 4,207.00	\$ 546.91	\$ 4,753.91	3%
100 Compound (4") Installed by Dev.	(including cost of strainers)	Y	\$ 6,429.07	\$ 6,621.94	\$ 860.85	\$ 7,482.79	3%
Note: No Refunds on Water Meters							
Other Services							
Municipal Consents	Regular Service	N	\$ 442.90	\$ 456.19	\$ -	\$ 456.19	3%
Water Saving Kits	Each	Y	\$ 8.85	\$ 9.12	\$ 1.19	\$ 10.31	3%
Fire Route/Handi Cap Signs	Each	Y	\$ 36.06	\$ 37.14	\$ 4.83	\$ 41.97	3%
Street Name/Stop Signs, Hardware & Post	Each	Y	\$ 440.84	\$ 454.07	\$ 59.03	\$ 513.10	3%
Anti-Tampering Devices -Hydrant/Valve	Each	Y	\$ 123.58	\$ 127.29	\$ 16.55	\$ 143.84	3%
Anti-Idling Signs	Each	Y	\$ 40.18	\$ 41.39	\$ 5.38	\$ 46.77	3%
Road Occupancy Permit	Each	N	\$ 72.10	\$ 74.26	\$ -	\$ 74.26	3%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE D**

Department: Public Works

Effective Date: Jan 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Temporary Encroachment on Roadways	Per m2/week	Y	\$ 2.52	\$ 2.60	\$ 0.34	\$ 2.94	3%
Temporary Encroachment on Boulevard/ Sidewalk	Per m2/week	Y	\$ 0.27	\$ 0.28	\$ 0.04	\$ 0.32	4%
Aerial Crane Trespass	Per Month	Y	\$ 500.00	\$ 515.00	\$ 66.95	\$ 581.95	3%
Construction Access Fee		Y	\$ 100.00	\$ 103.00	\$ 13.39	\$ 116.39	3%
Curb Cut – by Town Contractor	\$238.02 + 15% Admin. Fee \$35.70	Y	\$ 265.75	\$ 273.72	\$ 35.58	\$ 309.30	3%
Curb Cut - by Town Contractor - RUSH	\$279.08 + 15% Admin. Fee \$41.86	Y	\$ 311.59	\$ 320.94	\$ 41.72	\$ 362.66	3%
Curb Cut – without Approval	\$322.43+ 15% Admin. Fee \$48.37	Y	\$ 360.00	\$ 370.80	\$ 48.20	\$ 419.00	3%
Graffiti Removal for Utilities		Y	TBD	TBD			
Road Closure	at Cost	Y	\$ 30.97	\$ 31.90	\$ 4.15	\$ 36.05	3%
Solid Waste and Recycling							
White Goods (freezer, stove, etc.)		Y	\$ 10.62	\$ 10.62	\$ 1.38	\$ 12.00	0%
Commercial & Industrial/Apartment Wheel Carts	64 gallon	Y	\$ 142.17	\$ 146.44	\$ 19.04	\$ 165.48	3%
	95 gallon	Y	\$ 155.00	\$ 159.65	\$ 20.75	\$ 180.40	3%
Composters	Standard Size	Y	\$ 17.70	\$ 17.70	\$ 2.30	\$ 20.00	0%
Large Items	(furniture, mattress, etc.)	Y	\$ 10.62	\$ 10.62	\$ 1.38	\$ 12.00	0%
Recycling Blue Box	Each	Y	\$ 8.85	\$ 8.85	\$ 1.15	\$ 10.00	0%
Garbage Bag Tags (Sold in Package of 5)		N	\$ 12.00	\$ 12.00	\$ -	\$ 12.00	0%
Special Refuse Cleanup	Actual + administration cost	N					

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE D**

Department: Public Works

Effective Date: Jan 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Source Separated Organics (SSO)	Large Bin	Y	\$ 17.70	\$ 17.70	\$ 2.30	\$ 20.00	0%
	Kitchen Bin	Y	\$ 5.31	\$ 5.31	\$ 0.69	\$ 6.00	0%
Sewer							
Sanitary Sewer Connection - Residential/ICI - Road Allowance - owner to obtain qualified contractor	Owner's Cost to Install	Y					
Sanitary Connection Application	Per application	Y	\$ 103.01	\$ 106.10	\$ 13.79	\$ 119.89	3%
Sanitary Connection - Local Improvement	Per application						
Water							
Water Connection - Residential/ICI - Road Allowance - owner to obtain qualified contractor	Owner's Cost to Install	Y					
Water Connection Application	Per application	Y	\$ 103.01	\$ 106.10	\$ 13.79	\$ 119.89	3%
Other Services							
Road and boulevard inspection fee for security requirement or release related to private residential construction	Per application	Y	\$ 103.01	\$ 106.10	\$ 13.79	\$ 119.89	3%
Gate Inspection Fee	Each	Y	\$ 103.01	\$ 106.10	\$ 13.79	\$ 119.89	3%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE E**

Department: Engineering Services

Effective Date: Jan 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% INCREASE
Development Services							
Subdivision Design Standard Manual	Each	Y	\$ 84.51	\$ 87.05	\$ 11.32	\$ 98.37	3%
Fill Permit	Owner Occupied Residential	N	\$ 177.50	\$ 182.83	\$ -	\$ 182.83	3%
	All Other Types of Property	N	\$ 354.95	\$ 365.60	\$ -	\$ 365.60	3%
Engineering Checking & Inspection							
Site Plans handled fully in house	6% of the value of all site works and services outside of the buildings \$732.54 minimum	Y	\$ 711.20	\$ 732.54	\$ 95.23	\$ 827.77	3%
Projects in which the Town's Checking Consultant is providing the design review and field monitoring service plus a deposit estimated by the Town for payment of the Town's Checking Consultant is required.	3.00% Admin Fee - minimum of \$732.54 of the value of outside works and services plus deposit for checking consultant	Y	\$ 711.20	\$ 732.54	\$ 95.23	\$ 827.77	3%
Subdivisions – Admin. Fee + Deposit for Checking Consultant	3.00% Admin Fee + 2.75% deposit for checking consultant	Y	\$ -	\$ -	\$ -	\$ -	

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE E**

Department: Engineering Services

Effective Date: Jan 1, 2015

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT
Other Services					
Emergency Work Performed for Developer or Other	minimum \$957.58 plus HST or Actual Cost + 15% Admin. Fee + HST	Y	\$ 929.69	\$ 957.58	\$ 124.49
Coordination/administration of private works in Town contract or as part of private works Town works in Region contract.	\$189.23 minimum + HST or Actual Cost + 15% Admin. Fee + HST	Y	\$ 183.72	\$ 189.23	\$ 24.60
Coordination/administration of Regional works within Town contracts.	18% Admin. Fee + HST	Y		\$ -	
Property Information – Assumed/ Unassumed + Release Cert. If requested & available	Per application	Y	\$ 155.31	\$ 159.97	\$ 20.80
Property Information	(legal, environmental, compliance)	Y	\$ 155.31	\$ 159.97	\$ 20.80
Consultant's request for traffic counts (ATR or TMC)	Each	Y	\$ 108.23	\$ 111.48	\$ 14.49

TOTAL FEE	% INCREASE
\$ 1,082.07	3%
\$ 213.83	3%
\$ 180.77	3%
\$ 180.77	3%
\$ 125.97	3%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE F**

Department: Legislative Services- General Fees **January 1, 2015**

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

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% Increase
VITAL STATISTICS							
Death Registration	each event	N	\$ 30.00	\$ 30.00	\$0.00	\$30.00	0.0%
Marriage Licence	each licence	N	\$ 125.00	\$ 125.00	\$0.00	\$125.00	0.0%
Municipal Information - Liquor Licence	each location	N	\$ 155.00	\$ 155.00	\$0.00	\$155.00	0.0%
Ontario Municipal Board (OMB) Appeal Fee	each	N	\$ 155.00	\$ 155.00	\$0.00	\$155.00	0.0%
Property Standards Appeal Fee	each	N	\$ 103.00	\$ 103.00	\$0.00	\$103.00	0.0%
Property Standards Reinspection Fee	each	N	\$ 155.00	\$ 160.00	\$0.00	\$160.00	3.2%
Sign By-law Exemption Fee	each	N	\$ 155.00	\$ 160.00	\$0.00	\$160.00	3.2%
Noise Exemption Application /Residential	each	N	\$ 52.00	\$ 54.00	\$0.00	\$54.00	3.8%
Noise Exemption Application/Construction	each	N	\$ 155.00	\$ 160.00	\$0.00	\$160.00	3.2%
Permit Fee - Inground/Onground Pool	each	N	\$ 150.00	\$ 155.00	\$0.00	\$155.00	3.3%
Permit Fee - Above Ground Pool	each	N	\$ 150.00	\$ 155.00	\$0.00	\$155.00	3.3%
Permit Fee - Hot Tub	each	N	\$ 150.00	\$ 155.00	\$0.00	\$155.00	3.3%
Permit Fee - Inflatable Pool	each	N	\$ 150.00	\$ 155.00	\$0.00	\$155.00	3.3%
Permit Fee - Ponds	each	N	\$ 150.00	\$ 155.00	\$0.00	\$155.00	3.3%
Ground Sign	each	N	\$ 150.00	\$ 155.00	\$0.00	\$155.00	3.3%
Fascia Sign	each	N	\$ 400.00	\$ 412.00	\$0.00	\$412.00	3.0%
Mural Sign	each	N	\$ 400.00	\$ 412.00	\$0.00	\$412.00	3.0%
Projecting Sign	each	N	\$ 400.00	\$ 412.00	\$0.00	\$412.00	3.0%

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TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE F

Department: Legislative Services- General Fees January 1, 2015

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

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% Increase
Construction Information Sign	each	N	\$ 400.00	\$ 412.00	\$0.00	\$412.00	3.0%
Hoarding Sign	each	N	\$ 400.00	\$ 412.00	\$0.00	\$412.00	3.0%
New Home Development Sign	each	N	\$ 100.00	\$ 103.00	\$0.00	\$103.00	3.0%
Portable Sign	each	N	\$ 100.00	\$ 103.00	\$0.00	\$103.00	3.0%
Mobile Sign	each	N	\$ 100.00	\$ 103.00	\$0.00	\$103.00	3.0%
Inflatable Sign	each	N	\$ 100.00	\$ 103.00	\$0.00	\$103.00	3.0%
Banner Sign	each	N	\$ 100.00	\$ 103.00	\$0.00	\$103.00	3.0%
Election Sign Deposit	each	N	\$ 250.00	\$ 250.00	\$0.00	\$250.00	0.0%
Election Sign Removal	per sign	N	\$ 25.00	\$ 25.00	\$0.00	\$25.00	0.0%
Billboard Sign	each	N	\$ 1,500.00	\$ 1,545.00	\$0.00	\$1,545.00	3.0%
Billboard Sign Renewal	every 5 years	N	\$ 500.00	\$ 515.00	\$0.00	\$515.00	3.0%
Variance Fee - Staff Review	per review	N	\$ 250.00	\$ 258.00	\$0.00	\$258.00	3.2%
Variance Fee - Committee	per review	N	\$ 500.00	\$ 515.00	\$0.00	\$515.00	3.0%
Sign Removal	each	N	\$ 150.00	\$ 155.00	\$0.00	\$155.00	3.3%
Sign Fees for Davis Drive until December 31, 2015							
Ground Sign	each	N	\$ 150.00	\$ 150.00	\$0.00	\$150.00	0.0%
Fascia Sign	each	N	\$ 150.00	\$ 150.00	\$0.00	\$150.00	0.0%
Mural Sign	each	N	\$ 400.00	\$ 400.00	\$0.00	\$400.00	0.0%
Projecting Sign	each	N	\$ 150.00	\$ 150.00	\$0.00	\$150.00	0.0%
Construction Information Sign	each	N	\$ 150.00	\$ 150.00	\$0.00	\$150.00	0.0%
Hoarding Sign	each	N	\$ 400.00	\$ 400.00	\$0.00	\$400.00	0.0%
New Home Development Sign	each	N	\$ 80.00	\$ 80.00	\$0.00	\$80.00	0.0%
Portable Sign	each	N	\$ 80.00	\$ 80.00	\$0.00	\$80.00	0.0%
Mobile Sign	each	N	\$ 80.00	\$ 80.00	\$0.00	\$80.00	0.0%

TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE F

Department: Legislative Services- General Fees January 1, 2015

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

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% Increase
Inflatable Sign	each	N	\$ 150.00	\$ 150.00	\$0.00	\$150.00	0.0%
Banner Sign	each	N	\$ 100.00	\$ 100.00	\$0.00	\$100.00	0.0%
Election Sign Deposit	each	N	\$ 250.00	\$ 250.00	\$0.00	\$250.00	0.0%
Election Sign Removal	per sign	N	\$ 25.00	\$ 25.00	\$0.00	\$25.00	0.0%
Billboard Sign	each	N	\$ 1,500.00	\$ 1,500.00	\$0.00	\$1,500.00	0.0%
Billboard Sign Renewal	every 5 years	N	\$ 500.00	\$ 500.00	\$0.00	\$500.00	0.0%
Variance Fee - Staff Review	per review	N	\$ 250.00	\$ 250.00	\$0.00	\$250.00	0.0%
Variance Fee - Committee	per review	N	\$ 500.00	\$ 500.00	\$0.00	\$500.00	0.0%
Sign Removal	each	N	\$ 150.00	\$ 150.00	\$0.00	\$150.00	0.0%
Commissioning of Documents (except foreign pensions)	\$15 per document	Y	\$ 15.04	\$ 15.04	\$1.96	\$17.00	0.0%
Certification of Document	\$5 per document to a maximum of \$25	Y	\$ 4.94	\$ 4.94	\$0.64	\$5.58	0.0%
FILMING PERMIT							
Administration Fee		N	\$ 250.00	\$ 250.00	\$0.00	\$250.00	0.0%
Administration Fee - private property		N	\$ 135.00	\$ 135.00	\$0.00	\$135.00	0.0%
Municipal Property Fee	if applicable	N	\$ 250.00	\$ 250.00	\$0.00	\$250.00	0.0%
Contribution to Main Street District BIA if filming within		N	\$ 500.00	\$ 500.00	\$0.00	\$500.00	0.0%
Security Deposit depending on the nature of the film (where	\$500 to \$5000	N	\$500 to \$5000	\$500 to \$5000	\$0.00	\$500 to \$5000	0.0%
Registration of Accessory Dwelling Units							
Application (Non-refundable)	each	N	\$ 250.00	\$ 250.00	\$0.00	\$250.00	0.0%
Lost identification plate	each	N	\$ 10.00	\$ 10.00	\$0.00	\$10.00	0.0%
Accessory Dwelling Unit Appeal	each	N	\$ 100.00	\$ 100.00	\$0.00	\$100.00	0.0%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE F**

Department: Legislative Services- General Fees January 1, 2015

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

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% Increase
FENCE VIEWING							
Administration Fee		N	\$ 250.00	\$ 250.00	\$0.00	\$250.00	0.0%
Fence Viewer's Inspection Fee	per person	N	\$ 50.00	\$ 50.00	\$0.00	\$50.00	0.0%
MARRIAGES							
Civil Marriage Solemnization Service Fee	per service	Y	\$ 250.00	\$ 400.00	\$52.00	\$452.00	60.0%
Witness Fee	per person	Y	\$ 50.00	\$ 50.00	\$6.50	\$56.50	0.0%
Rehearsal Fee for offsite	per service	Y		\$ 75.00	\$9.75	\$84.75	n/a
Administration fee to be charged for change of wedding date within 7 days		Y	\$ 25.00	\$ 25.00	\$3.25	\$28.25	0.0%
Administration Fee to be charged for cancellation before consultation		Y	\$ 50.00	\$ 50.00	\$6.50	\$56.50	0.0%
Administration fee to be charged for cancellation after consultation		Y	\$ 150.00	\$ 150.00	\$19.50	\$169.50	0.0%

**TOWN OF NEWMARKET
2015 USER FEES
SCHEDULE F**

Department: Legislative Services- General Fees January 1, 2015

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

SERVICE PROVIDED	UNIT OF MEASURE	SUBJECT TO HST YES/NO	2014 FEE BEFORE TAX	2015 FEE BEFORE TAX	HST AMOUNT	TOTAL FEE	% Increase
LOTTERY LICENCES							
Bingo	2.5% of the prize value	N	2.5% of the prize value	2.5% of the prize value	\$0.00	2.5% of the prize value	0.0%
Nevada	3% of the prize value	N	3% of the prize value	3% of the prize value	\$0.00	3% of the prize value	0.0%
Raffle	3% of the prize value	N	3% of the prize value	3% of the prize value	\$0.00	3% of the prize value	0.0%
Election Candidate Nominations							
	Mayor	N	\$ 200.00	\$ 200.00	\$0.00	\$200.00	0.0%
	Regional Councillor	N	\$ 100.00	\$ 100.00	\$0.00	\$100.00	0.0%
	Councillor	N	\$ 100.00	\$ 100.00	\$0.00	\$100.00	0.0%
Freedom of Information							
Application	each	N	\$ 5.00	\$ 5.00	\$0.00	\$5.00	0.0%
Photo Copies	per page	N	\$ 0.20	\$ 0.20	\$0.00	\$0.20	0.0%
Disks	per disk	N	\$ 10.00	\$ 10.00	\$0.00	\$10.00	0.0%
Manually Searching Records \$7.50 per 1/4 hour	per hour	N	\$ 30.00	\$ 30.00	\$0.00	\$30.00	0.0%
Preparation of Record of Disclosure	per hour	N	\$ 30.00	\$ 30.00	\$0.00	\$30.00	0.0%
Developing a Computer Program \$15.00 per 1/4 hour	per hour	N	\$ 60.00	\$ 60.00	\$0.00	\$60.00	0.0%



**Mike Mayes, Director
Financial Services/Treasurer**

TOWN OF NEWMARKET
395 Mulock Drive
P.O. Box 328
Newmarket, ON L3Y 4X7

www.newmarket.ca
mmayes@newmarket.ca
905.895.5193 ext. 2102

November 21, 2014

**JOINT DEVELOPMENT & INFRASTRUCTURE SERVICES - PUBLIC WORKS SERVICES AND
CORPORATE SERVICES REPORT - FINANCIAL SERVICES - 2014-40**

TO: Mayor Tony Van Bynen and Members of Council
Committee of the Whole

SUBJECT: 2015 Interim Appropriations

ORIGIN: Director, Financial Services/Treasurer

RECOMMENDATIONS

THAT Joint Development & Infrastructure Services - Public Works Services and Corporate Services Report - Financial Services - 2014-40 dated November 21, 2014 regarding 2015 Interim Appropriations be received and the following recommendations be adopted:

- 1. THAT Council provide pre-budget approval for the replacement of the vehicles and equipment in the attached list (Appendix A).**
- 2. AND THAT staff be authorized and directed to do all things necessary to give effect to these recommendations.**

COMMENTS

Purpose

Interim appropriations are required to fund operating and capital spending in 2015, as the budget will not be approved until after December 31, 2014. Spending authority for operating expenditures has been previously delegated to staff and is being sought for specific capital expenditures.

Budget Impact

Operating budget – expenditures will be limited to items that are included in the base budget. There will be no new expenditures, no enhancements or new spending prior to Council approval of the 2015 operating budget.

Capital budget – the listed vehicles and equipment to be replaced, for a total of \$1,393,200, will be included in the 2015 Capital Budget request and can be funded by the Asset Replacement Fund.

Background

For the last three years, operating and capital budgets have been approved in December, prior to the commencement of the new fiscal period.

Authority is required to approve payments for 2015 capital spending prior to Council adoption of the 2015 budget. At this time, it is projected that the budget will not be finalized until April of 2015.

Council has approved the Operating and Capital Financial Policy (FIN 2-01) which provides for these circumstances and delegates authority for operational spending.

In section C., Operating Budget Financial Controls:

- 6. No expenditure will be incurred until the budget for the current fiscal year has been approved by Council unless:*
- a) An appropriation for a similar item existed in the previous year's Operating Budget and the expenditure does not exceed 50% of the amount appropriated in the previous year's Operating Budget;*
 - b) Approval was granted by Council through a report outside the budget process;*
 - c) An emergency occurred requiring expenditures and the Chief Administrative Officer approved such expenditures. Where such authorization is given, a subsequent report detailing the emergency will be prepared for Council's information by the Chief Administrative Officer.*
- 7. All operating expenditures in accordance with 6 above will be included in and be part of the Operating budget.*

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

- 5. Until the Capital Budget has been approved by Council, no department will commence any Capital project that was not authorized in prior years unless:*
- a) Approval was granted by Council through a report outside the budget process;*
 - b) An emergency occurred requiring capital expenditures and the Chief Administrative Officer approved such expenditures. Where such authorization is given, a subsequent report detailing the emergency and the financing of such will be prepared for Council's information by the Chief Administrative Officer.*

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

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

Pre-budget approval means Council is authorizing the expenditures, but it is not formal budget approval, which requires appropriate public notice.

Analysis & Options

Interim appropriations for operating expenditures

The 2015 interim appropriations of \$53,163,504 for operations are 50% of the 2014 budgeted operating expenditures.

	Approved 2014 expenditures	2015 appropriation
Town portion (excluding areas listed below)	\$56,975,206	\$28,487,603
Newmarket Downtown Development Business Area (BIA)	\$30,000	\$15,000
Newmarket Public Library	\$3,668,618	\$1,834,309
Central York Fire Services (Newmarket's share)	\$14,560,013	\$7,280,006
Water and Wastewater Rate Groups	\$31,093,172	\$15,546,586
Total operating budget	\$106,327,009	\$53,163,504

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

- the interim expenditures will be included in the 2015 Operating budget request
- expenditures will be limited to items that are included in the base budget
- there will be no new expenditures, no enhancements or new spending prior to Council approval of the 2015 operating budget, unless specific Council approval is given

Interim appropriations for capital expenditures

The vehicles and equipment in the attached list are used for roads, water and wastewater, facilities, and parks maintenance and are due to be replaced in 2015. These replacement requests total \$1,393,200 (Appendix A) and will be included as part of the formal 2015 Capital Budget submission.

In general, early approval of a portion of the 2015 Capital Budget, to accommodate these requested fleet and equipment orders, is essential. This allows for some equipment to be ordered as soon as possible to receive delivery in a timely way for seasonal needs (e.g., spring/summer sod maintenance), and for equipment with a longer lead time to acquire (e.g., Zamboni). It reduces the possible risk of the replacement machine becoming inoperative.

As these vehicles and equipment are replacements, they should be funded from the Asset Replacement Fund (ARF).

The 2014 Capital budget included \$23,730,863 in new requests and \$27,683,262 in items carried over from previous years, for a total budget of \$51,414,125. Contributions to the Asset Replacement Fund in 2014 were budgeted to be \$13,921,388. The request outlined in this report represents 2.71% of the total 2014 capital budget and 10.01% of the 2014 budget for ARF contributions.

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

- the interim expenditures will be included in the 2015 Capital budget request
- expenditures will be limited to items that are included on the attached list (Appendix A)

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

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

CONSULTATION

Capital requests were provided by the Director of the Public Works Services who confirmed the urgency of the need.

HUMAN RESOURCE CONSIDERATIONS

Not applicable to this report.

BUDGET IMPACT

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

All expenditures approved as part of the Interim Appropriation will be included in the 2015 operating and capital budget requests.

Operating Budget (Current and Future)

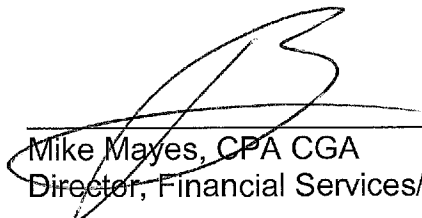
Operating budget – expenditures will be limited to items that are included in the base budget. There will be no new expenditures, no enhancements or new spending prior to Council approval of the 2015 operating budget.

Capital Budget

Capital budget – the vehicles and equipment to be replaced (per Appendix A), for a total of \$1,368,200, will be included in the 2015 Capital Budget request and can be funded by the Asset Replacement Fund.

CONTACT

For more information on this report, contact Mike Mayes at 905-953-5300, ext. 2102, or via email at mmayes@newmarket.ca or Chris Kalimootoo, Director, Public Works Services at 905-953-5300 ext. 2551 or via email at ckalimootoo@newmarket.ca




Mike Mayes, CPA CGA
Director, Financial Services/Treasurer



Anita Moore, AMCT
Commissioner, Corporate Services



Peter Noehammer
Commissioner, DIS Services



Chris Kalimootoo
Director, Public Works Services

MM/nh
Attachment

1. 2015 Capital Budget Items (Appendix A – 1 pg.)

Appendix A

2015 CAPITAL BUDGET ITEMS

Unit #	Dept	Description	Unit Cost	Notes
05-10	Facilities	Van	\$ 34,000	2015
05-19	Parks Dept	Sidewalk Tractor (Trackless)	\$ 137,600	2015
03-21	Parks Dept	Field Sweeper 77-100-BH	\$ 33,900	2015
09-05	Parks Dept	2500 Pickup White 4x4 with Plow	\$ 43,000	2015
09-06	Parks Dept	3500 Pickup White 4Door	\$ 67,000	2015
08-12	Parks Dept	2 Ton Dump F350 White	\$ 61,000	2015
08-19	Parks Dept	Ton Dump Truck White Plow/Sander	\$ 92,500	2015
	Parks Dept	Fairy Lake Fountain	\$ 33,000	
8-26	Parks Dept	Jacobson Tri King 1900D Mower	\$ 25,000	2015
94-01	Road/Water/Waste	Culvert Steamer	\$ 19,000	2015
99-35	Road/Water/Waste	Olympian Cat Generator D30p1	\$ 49,000	2015
05-20	Road/Water/Waste	924G CAT Loader	\$ 193,000	2015
01-36	Roads Dept	Trailer	\$ 3,500	2015
08-13	Roads Dept	F350 Superduty	\$ 72,500	2015
08-18	Roads Dept	3 Ton Dump Truck White/Plow	\$ 67,500	2015
08-21	Roads Dept	1 Ton Cube Van	\$ 48,750	2015
06-06	Parks Dept	16 ft. Mower	\$ 78,700	Slope/H/S
11-19	Parks Dept	10' Rotary Mower-R311T	\$ 60,000	Health & Safety Issues with current Equipment
11-20	Parks Dept	10' Rotary Mower-R311T	\$ 60,000	Health & Safety Issues with current Equipment
11-21	Parks Dept	10' Rotary Mower-R311T	\$ 60,000	Health & Safety Issues with current Equipment
07-15	Water Dept	Water Meter Van	\$ 32,250	High mileage, poor condition
07-12	Facilities	UtilityTruck \Spray Applicator	\$ 38,000	
06-04	Facilities	Zamboni 520	\$ 84,000	1 year build/to supply
ARF Funding Request Total			\$ 1,393,200	



COMMUNITY SERVICES – RECREATION & CULTURE
 TOWN OF NEWMARKET
 395 Mulock Drive
 P.O. Box 328
 Newmarket, ON L3Y 4X7

www.newmarket.ca
 info@newmarket.ca
 905.895.5193

November 25, 2014

**COMMUNITY SERVICES – Recreation & Culture
 DEVELOPMENT & INFRASTRUCTURE SERVICES – Public Works Services
 JOINT REPORT 2014 - 30**

TO: Committee of the Whole

SUBJECT: Outdoor Skating Rinks

ORIGIN: Community Services – Recreation & Culture
 Development and Infrastructure Services – Public Works Services

RECOMMENDATIONS

THAT the Joint Community Services, Development and Infrastructure Services – Public Works Services Report 2014 – 30 dated November 25, 2014 regarding Outdoor Skating Rinks in the Town of Newmarket be received and the following recommendations be adopted:

- 1. THAT the Town of Newmarket approve offering a pilot project “End of Night Pick up Hockey” as outlined in this report;**
- 2. AND THAT the Town of Newmarket approve offering a pilot project “Community Run Outdoor Rink” as outlined in this report;**

COMMENTS

The Town of Newmarket currently operates one outdoor skating surface at Riverwalk Commons. This skating feature is open daily from 9:00 a.m. to 10:30 p.m. The ice surface and surrounding space was designed to facilitate leisure skating. This ice surface is designed to operate as an unsupervised space, with staff regularly flooding the ice to maintain good ice quality. It is a widely accessed facility and community feedback indicates that residents of Newmarket value and appreciate the opportunity to enjoy this space at a wide range of times, at no cost.

Over the last few years there has been an increased occurrence of people attempting to play hockey on the ice surface at Riverwalk Commons. This usually occurs after 9:00 p.m.; however, there have been occasions where recreational skaters were essentially forced off by hockey players as early as 8:00 p.m. While there is ample signage posted that outlines sticks are not permitted on the ice surface, as mentioned previously, this is an unsupervised space. Consequently, there have been instances where confrontations between residents have occurred.

Residents have strongly suggested, over the last couple of years in particular, that an outdoor ice surface that allows pickup hockey, at no cost, is needed in the community. As the winter season is now upon us, there have already been a few confrontations at Riverwalk Commons between leisure skaters and hockey players. In order to address this, improved enforcement of rules and provision of viable alternatives are

needed. Staff are proposing two pilot projects to be considered for this season, while also exploring long term options as part of the Recreation Playbook process.

Enforcement:

The Community Centre is currently staffed with a person responsible for facility maintenance during the hours of operation. The facility maintenance staff currently undertakes regular inspection of the ice to ensure safe ice conditions are provided. During these inspections they will now also remind users of the rules and enforcement potential.

It should be noted that in some cases groups of individuals have become quite threatening when rules are enforced. Facility maintenance staff will be trained to contact By-law Enforcement Officers in the event they are confronted with individuals who refuse to follow the rules after this initial interaction. By-law Enforcement Officers can issue fines through the Parks By-law provisions; however, it is anticipated that police intervention may also be necessary, as this has been the case on a few previous occasions. The Town is working with York Regional Police to ensure that Riverwalk Commons continues to be a safe and enjoyable asset for the community to enjoy.

It is still recommended that the facility maintain its structure with signage as an unsupervised facility. Given that usage of the facility is so dependent upon weather, staffing with skate cruisers would be an extremely expensive proposition. Additionally, there are health and safety concerns in keeping staff outdoors for such prolonged periods during cold weather.

Alternative Pilot Projects

Enforcement of the rules at Riverwalk Commons may not completely resolve the issue of potential confrontation between leisure skaters and hockey players; therefore, providing additional alternatives for hockey players, while enforcing rules, should produce more positive outcomes. Staff are proposing two alternatives as pilot projects for this winter season:

End of Night Pickup Hockey at Riverwalk Commons

Currently, it is common to drive by Riverwalk Commons any night of the week and you will likely see individuals playing hockey, often in the dark after 11 pm. Individuals often show up as early as 9:00 p.m. to begin pickup games.

Staff are recommending that hockey be allowed from 10:00 p.m. to Midnight daily, with lights to remain on during this time period.

Appropriate signage would be created and displayed prominently that outlines the following key principles:

- Hockey is permitted only during the time periods of 10:00 p.m. to Midnight
- Only sponge pucks or tennis balls are permitted (i.e., no hard pucks)
- Ice is not maintained after 10:00 p.m. and is not supervised, so participants are playing at their own risk
- Appropriate equipment is encouraged
- This will be offered on a trial basis pending appropriate usage by participants

By allowing this alternative to accommodate hockey, staff expect better compliance with the existing rules.

The lights are currently on a timer, and ice would not be maintained after 10 pm so there is no additional operational expense anticipated in offering this pilot program. The success of the pilot program will really

be dependent upon ongoing communication and engagement of those individuals interested in playing pickup hockey at Riverwalk Commons.

Community Run Outdoor Rink

Numerous models of community run outdoor rinks are currently used by municipalities and differ considerably in terms of involvement and costs to the municipality. A brief outline is provided below:

Neighbourhood Association or Incorporated Group – Some municipalities, including Brantford, London and Markham allow a formal organization to access municipally owned land for the purpose of creating a public skating rink. Some municipalities provide only land, others provide land and water, while others provide land, water and a financial subsidy. Financial subsidy can include an upfront preset amount or a reimbursement based on number of days opened in a season.

Local Citizens forming an “Rink Team” – Some municipalities, including Waterloo and Orangeville rely on local citizens to form a “Rink Team” who collectively maintain and operate an outdoor rink. Similar to the previous model, some municipalities provide only land, others provide land and water, while others provide land, water and a financial subsidy. Financial subsidy can include an upfront preset amount or a reimbursement based on number of days opened in a season.

The key to success in either model is to ensure that a strong group of dedicated volunteers is willing to take on maintenance with clear expectations set forth in a written agreement between the group and the Town. The written agreement must stipulate the following:

- The Town has exclusive right to establish criteria for a site and have final approval for any potential sites
- Financial expectations and resources offered by the Town are clearly set forth at the onset of the agreement
- Ice standards required – with the Town having the access to audit the ice conditions as the Town feels necessary
- Appropriate signage is posted, approved by the Town, releasing the Town from all liability associated with use of the facility
- The group is able to obtain appropriate insurance coverage and payment of said coverage is addressed within the context of the agreement

Staff are recommending putting out a call for an expression of interest to a community group or group of individuals to operate a community run rink at a site where the town can provide land and water. It is further recommended that the Town enter into a formal agreement with a group with the Town providing the following:

- That all principles in the fore mentioned are addressed within the agreement
- That the Town provide only land and water and no financial subsidy at this time. Please note the presence of water and other conducive site characteristics such as level grade and parking will dictate where viable sites can occur.
- Groups will be eligible to apply for a one time grant through the Recreation & Culture Department of up to \$1,000. These funds can be utilized to assist with purchase of equipment and insurance.

Future Rink Development

These pilot projects are being recommended to address the immediate requests of residents. Through the Recreation Playbook an extensive public consultation has been done as well as a facility peer review. The Playbook will be presented to Council in Spring 2015. Through this process a long term vision and strategy for provision of Outdoor Rinks will be developed.

CONSULTATION

This report is a joint report between Recreation & Culture and Public Works. Legislative Services was also consulted from a by-law enforcement and risk management perspective.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

Well-balanced

- Striving for cultural harmony and ethnic diversity
- Events that help shape identity and contribute to community spirit

Well-equipped & managed

- Small town feel with city amenities
- Clear vision of the future and aligned corporate/business plans

Well-respected

- Being well thought of and valued for our judgment and insight
- Discovering innovative and creative solutions for future well-being
- Being a champion for co-operation and collaboration
- Being tradition-based and forward-looking

BUDGET IMPACT

Budget impact is minimal for both pilot projects. Essentially there is a moderate amount of staff time associated with coordination and cost of water to be considered. Groups will be eligible to apply for a one time grant of up to \$1,000 through the Recreation & Culture Grant Program.

CONTACT

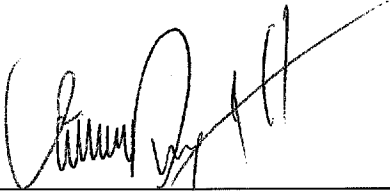
For more information on this report contact Colin Service, cservice@newmarket.ca or extension 2601 or Chris Kalimootoo, ckalimootoo@newmarket.ca or extension 2551.



Colin Service
Director, Recreation & Culture
Community Services



Chris Kalimootoo
Director, Public Works Services
Development & Infrastructure Services



Ian McDougall
Commissioner, Community Services



Peter Noehammer
Commissioner,
Development & Infrastructure Services



**Newmarket Public Library Board
Regular Board Meeting
Wednesday, June 18, 2014
Newmarket Public Library Board Room**

Present: Joan Stonehocker – Chair
Tom Vegh – Vice Chair
Tara Brown
Michael Castro
Tom Hempen
Wes Playter
John Taylor (joined by phone at 5:10 pm)

Staff Present: Todd Kyle, CEO
Linda Peppiatt, Deputy CEO
Lianne Bond, Administrative Coordinator

The Chair called the meeting to order at 5:08 p.m.

1. Adoption of Agenda Items

- i) Adoption of Regular Agenda
- ii) Adoption of the Closed Session Agenda
- iii) Adoption of Consent Agenda items

The Chair asked if there were any additions to the agenda.

Motion 14.06.317

**Moved by Tom Hempen
Seconded by Tara Brown**

That Agendas i) to iii) be adopted as presented.

Carried

2. Declarations

None were declared.

3. Consent Agenda Items:

- i) Adoption of the Regular Board Meeting Minutes for Wednesday, May 21, 2014
- ii) Adoption of the Closed Session Meeting Minutes for Wednesday, May 21, 2014
- iii) Strategic Operations Report for May, 2014
- iv) Library Statistical Data for May, 2014
- v) Monthly Bank Transfer

Motion 14.06.318

Moved by Tara Brown

Seconded by Michael Castro

That Consent Agenda Item i) to v) be received as presented.

Carried

4. Motion to Convene into a Closed Session

There were no closed session items.

5. Policies

i) Policies on Workplace Violence and Harassment

There were no recommended changes to the Workplace Harassment Policy and Workplace Violence Policy which are subject to statutory annual review.

Motion 14.06.319

Moved by Tom Hempen

Seconded by Wes Playter

That the Library Board receive the report on the policies on Workplace Violence and Harassment.

Carried

6. Business Arising

i) Action List

The Board reviewed and updated the Action List.

Motion 14.06.320

Moved by Wes Playter

Seconded by Tom Hempen

That the Library Board receive the Action List as presented.

Carried

iv) Building Maintenance Budget

The CEO updated the Library Board on the recent water event that caused flooding on the main floor and the impact of costs for clean up on the building maintenance budget.

7. New Business

There was no new business.

8. Date(s) of Future Meetings

The next regular Library Board meeting will be Wednesday, September 17, 2014 at 5:00 pm in the Library Board room

9. Adjournment

Motion 14.06.321

Moved by John Taylor

Seconded by Tom Hempen

That there being no further business meeting adjourned at 5:25 pm

Joan Stonehocker
Chair

Todd Kyle, CEO
Secretary/Treasurer



**Newmarket Public Library Board
Regular Board Meeting
Wednesday, September 17, 2014
Newmarket Public Library Board Room**

Present: Joan Stonehocker – Chair
Tara Brown
Tom Hempen
Wes Playter

Staff Present: Todd Kyle, CEO
Linda Peppiatt, Deputy CEO
Lianne Bond, Administrative Coordinator

Regrets: Michael Castro
John Taylor
Tom Vegh – Vice Chair

The Chair called the meeting to order at 5:20 pm

1. Adoption of Agenda Items

- i) Adoption of Regular Agenda
- ii) Adoption of the Closed Session Agenda
- iii) Adoption of Consent Agenda items

The Chair asked if there were any additions to the agenda.

Motion 14.09.322

**Moved by Tom Hempen
Seconded by Tara Brown**

That Agendas i) to iii) be adopted as presented.

Carried

2. Declarations

None were declared.

3. Consent Agenda Items:

- i) Adoption of the Regular Board Meeting Minutes for Wednesday, June 18, 2014
- ii) Strategic Operations Report for Summer, 2014
- iii) Library Statistical Data for August, 2014
- iv) Monthly Bank Transfer

Motion 14.09.323

Moved by Tom Hempen
Seconded by Tara Brown

That Consent Agenda Item i) to iv) be received as presented.

Carried

4. Motion to Convene into a Closed Session

Motion 14.09.324

Moved by Wes Playter
Seconded by Tara Brown

That the Library Board convene into a closed session at 5:21 pm for the purposes of discussing labour relation matters.

Carried

Motion 14.09.325

Moved by Wes Playter
Seconded by Tom Hempen

That the Library Board move out of the closed session at 5:30 pm.

Carried

Motion arising from the Closed Session:

Motion 14.09.326

Moved by Tom Hempen
Seconded by Wes Playter

That the Library Board receive the report on annual economic adjustments for non-union staff.

Carried

5. Policies

i) Policy Review Schedule

An updated Policy Schedule was reviewed by the Library Board.

ii) Health and Safety Policy

No changes were recommended for the Health and Safety Policy.

iii) Accessibility Standards for Customer Service Policy

No changes were recommended for the Accessibility Standards for Customer Service Policy.

iv) Recruitment and Selection Policy

The Recruitment and Selection Policy has been revised to comply with Integrated Standards Regulation on employment.

v) Social Media Policy

The Social Media Policy has been revised to address risk points not covered in the original policy.

Motion 14.09.327

Moved by Tara Brown

Seconded by Wes Playter

That the Library Board receive the Policy Review Schedule as presented, and approve the Health and Safety Policy, Accessibility Standards for Customer Service Policy, Recruitment and Selection Policy and the Social Media Policy as presented.

Carried

6. Reports

i) Second Quarter Financial Statements

The Library continues to be on target for the second quarter of 2014 in both expenditures and revenue.

Motion 14.09.328

Moved by Tom Hempen

Seconded by Wes Playter

That the Library Board receive the second quarter financial statement as presented.

Carried

7. Business Arising

i) Action List

The Board reviewed Action List. No updates or changes were made.

8. New Business

i) eBook Equity Pricing Campaign

The Ottawa Public Library has requested other Public Libraries in Ontario participate in their campaign to ask Federal and Provincial Governments to investigate the pricing of eContent for Libraries. The Library Board was asked to repeat the motion put forth by Ottawa Public Library.

Motion 14.09.329

Moved by Wes Playter

Seconded by Tom Hempen

WHEREAS the Newmarket Public Library is committed to providing equitable access to information and services regardless of format and customer demand for eBooks and eMagazines is increasing; and

WHEREAS Newmarket Public Library staff are working together with publishers to find mutually beneficial solutions so that public library customers have access to the wide range of eBooks and eMagazines they have available to them in a physical printed copy; and

WHEREAS the specialized market terms for libraries provided by some publishers for the purchase of eBooks and eMagazines restrict the Newmarket Public Library's ability to purchase these materials for public use, resulting in an inequity of access to electronic content, significant constraints on the Newmarket Public Library budget, and an undermining of the Newmarket Public Library's ability to fulfill its role;

THEREFORE BE IT RESOLVED that the Town of Newmarket Public Library Board:

1. request that the Department of Canadian Heritage and the Ontario Ministry of Tourism, Culture and Sport investigate publishers' restrictive practices in making eBooks and eMagazines available to public libraries, including the higher prices charged to public libraries; and
2. request staff bring the issues faced by libraries in obtaining access to eBooks and eMagazines to the attention of the Competition Bureau of Canada.

AND THAT the Ottawa Public Library Board be informed of this resolution and copied on letters sent to this effect.

9. Date(s) of Future Meetings

The next regular Library Board meeting will be Wednesday, October 15, 2014 at 5:00 pm in the Library Board room

10. Adjournment

Motion 14.09.330

**Moved by Tara Brown
Seconded by Wes Playter**

That there being no further business meeting adjourned at 6:10 pm.

Joan Stonehocker
Chair

Todd Kyle, CEO
Secretary/Treasurer



**Newmarket Public Library Board
Regular Board Meeting
Wednesday, October 15, 2014
Newmarket Public Library Board Room**

Present: Joan Stonehocker – Chair (arrived at 5:10 pm)
Tom Vegh – Vice Chair
Tara Brown
Michael Castro
Wes Playter

Staff Present: Todd Kyle, CEO
Linda Peppiatt, Deputy CEO
Lianne Bond, Administrative Coordinator

Regrets: Tom Hempen
John Taylor

In the absence of the Chair, the Vice-Chair called the meeting to order at 5:05 PM

1. Adoption of Agenda Items

- a) Adoption of Regular Agenda
- b) Adoption of the Closed Session Agenda
- c) Adoption of Consent Agenda items

The Vice-Chair asked if there were any additions to the agenda.

Motion 14.10.331

**Moved by Tara Brown
Seconded by Michael Castro**

That Agendas i) to iii) be adopted as presented.

Carried

2. Declarations

None were declared.

3. Consent Agenda Items:

- a) Adoption of the Regular Board Meeting Minutes for Wednesday, September 17, 2014
- b) Adoption of the Closed Session Meeting Minutes for Wednesday, September 17, 2014
- c) Strategic Operations Report for September, 2014
- d) Library Statistical Data for September, 2014

Motion 14.10.332

**Moved by Wes Playter
Seconded by Tara Brown**

That Consent Agenda Item a) to e) be received as presented.

Carried

The Chair took over the meeting at 5:15 PM

4. Motion to Convene into a Closed Session

There were no closed session items.

5. Reports

a) Third Quarter Financial Statements

The Library continues to be on target for the third quarter of 2014 in both expenditures and revenue.

Motion 14.10.333

**Moved by Wes Playter
Seconded by Michael Castro**

That the Library Board receive the third quarter financial statement as presented.

Carried

b) 2014 Business Plan – Interim Report

The CEO reviewed with the Library the progress with the 2014 Business plan. Two items were noted for Board consideration: Explore future service delivery and facilities options and Explore fundraising and sponsorship strategy to increase revenues.

Motion 14.10.334

**Moved by Tara Brown
Seconded by Wes Playter**

That the Library Board receive the report entitled 2014 Business Plan – Interim Report and defer items: Explore future service delivery and facilities options and Explore fundraising and sponsorship strategy to increase revenues, until a new Library Board is in place for 2015.

Carried

6. Business Arising

96

a) Action List

The Board reviewed Action List. No updates or changes were made.

7. New Business

a) 2015 Budget Process

The Town of Newmarket has requested that the Library submit a draft operating and capital budget for 2015 by mid-November. The CEO asked the Library Board for input and guidelines for the 2015 budget submission.

Motion 14.10.335

Moved by Michael Castro

Seconded by Wes Playter

**THAT the Library Board receive the report on the 2015 budget process;
AND THAT the Library Board consider for approval the budget submission at its November 19, 2015 Board meeting;
AND THAT the Board also instructs the CEO to bring the draft budget submission to the new Library Board at its earliest convenience for review. Any changes can then be submitted to the Town of Newmarket Finance Department before Council review.**

Carried

8. Date(s) of Future Meetings

The next regular Library Board meeting will be Wednesday, November 19, 2014 at 5:00 PM in the Library Board room

9. Adjournment

Motion 14.10.336

Moved by Wes Playter

Seconded by Michael Castro

That there being no further business meeting adjourned at 6:00 PM.

Joan Stonehocker
Chair

Todd Kyle, CEO
Secretary/Treasurer

A meeting of the Main Street District Business Improvement Area Board of Management was held on Tuesday, September 16, 2014 at 7:30 p.m. in Hall # 1, Community Centre, 200 Doug Duncan Drive.

Members

Present: Jackie Playter, Chair
Nancy Barnard
Adrian Cammaert
Steven Gilbert
Anne Martin
Siegfried Wall (7:50 to 8:30 p.m.)

Absent: James Elliott
Nancy Gerry
Councillor Sponga

Guests: Olga Paiva, Canada T
Ken and Vickie Sparks, Good Vibes on Main

Staff: C. Kallio, Economic Development Officer
L. Moor, Council/Committee Coordinator

Jackie Playter in the Chair.

The meeting was called to order at 7:32 p.m.

ADDITIONS

Nancy Barnard advised of an addition to the agenda being a verbal status update regarding the 2014 Jazz Festival by Vickie Sparks.

DECLARATIONS OF INTEREST

None.

**1. MAIN STREET DISTRICT BUSINESS IMPROVEMENT AREA BOARD OF MANAGEMENT MINUTES – SEPTEMBER 16, 2014 – ITEM 1
APPROVAL OF MINUTES**

Main Street District Business Improvement Area Board of Management Minutes of July 15, 2014.

**Moved by Steven Gilbert
Seconded by Adrian Cammaert**

THAT the Main Street District Business Improvement Area Board of Management Minutes of July 15, 2014 be approved.

CARRIED

**2. MAIN STREET DISTRICT BUSINESS IMPROVEMENT AREA BOARD OF MANAGEMENT MINUTES – SEPTEMBER 16, 2014 – ITEM 2
COMMITTEE REPORTS**

The Economic Development Officer provided a verbal financial update of Board expenditures to date and advised of the current balance. Discussion ensued regarding needed supplies to host the Candle Light Parade.

**Moved by Steven Gilbert
Seconded by Nancy Barnard**

THAT the Main Street District Business Improvement Area Board of Management approves \$200.00 for anticipated expenses related to the Candle Light Parade event.

CARRIED

**3. MAIN STREET DISTRICT BUSINESS IMPROVEMENT AREA BOARD OF MANAGEMENT MINUTES – SEPTEMBER 16, 2014 – ITEM 3
COMMITTEE REPORTS**

- a) A. Cammaert provided a verbal status update regarding the October, 2014 scheduled installation of the tourist directional signage on Highway 404 that will guide travellers to historic Main Street.
- b) Discussion ensued regarding the recently installed courtesy signage requesting dismounting of bicycles, skateboards etc. on Main Street. A suggestion was made to request the installation of one or two bicycle racks along the Main Street sidewalks.

- c) Vicki Sparks provided a verbal update regarding the Jazz Festival event; she advised that the scheduled activities on the Friday of the Civic Holiday weekend were rained out.

Siegfried Wall arrived at 7:50 p.m.

- d) Discussion ensued regarding the payment of entertainers and the requirement of a separate bank account that has monthly fees associated with a chequing account. The Economic Development Officer advised that he would converse with the Town's Treasurer regarding this matter and report back at a future meeting.

**4. MAIN STREET DISTRICT BUSINESS IMPROVEMENT AREA BOARD OF MANAGEMENT MINUTES – SEPTEMBER 16, 2014 – ITEM 4
ANNUAL GENERAL MEETING**

The Chair advised that the Main Street District Business Improvement Area Board of Management Annual General Meeting is scheduled for November 10, 2014 in Hall # 3 of the Community Centre and Lions Hall located at 200 Doug Duncan Drive, beginning at 7:30 p.m.

The Economic Development Officer provided a verbal update regarding the election process to be conducted at the meeting.

**5. MAIN STREET DISTRICT BUSINESS IMPROVEMENT AREA BOARD OF MANAGEMENT MINUTES – SEPTEMBER 16, 2014 – ITEM 5
NEW BUSINESS**

- a) S. Wall queried the Economic Development Officer regarding the progress of the Clock Tower development, the Old Town Hall and the status of the Town's Secondary Plan. The Economic Development Officer provided a verbal update regarding these matters.
- b) A.Martin queried those present about the perception of Main Street as a whole with various boarded up buildings.
- c) A.Cammaert queried the Economic Development Officer about the status of the Lower Main Street Heritage Conservation District designation. The Economic Development Officer advised that the Heritage Conservation District designation is on hold as a result of the Clock Tower submission to the Ontario Municipal Board.

**Moved by Steven Gilbert
Seconded by Nancy Barnard**

THAT the meeting adjourn.

CARRIED

There being no further business, the meeting adjourned at 8:30 p.m.

Date

Jackie Playter, Chair

The meeting of the Main Street District Business Improvement Area Board of Management was held on Tuesday, October 21, 2014 at 7:30 p.m. in Hall # 1, Community Centre, 200 Doug Duncan Drive.

Members

Present: Jackie Playter, Chair
Nancy Barnard
Adrian Cammaert
Steven Gilbert
Anne Martin

Absent: James Elliott
Nancy Gerry
Councillor Sponga
Siegfried Wall

Guest: Vickie Sparks, Good Vibes on Main

Staff: C. Kallio, Economic Development Officer

Jackie Playter in the Chair.

The meeting was called to order at 7:35 p.m.

ADDITIONS

None.

DECLARATIONS OF INTEREST

None.

**1. MAIN STREET DISTRICT BUSINESS IMPROVEMENT AREA BOARD OF
MANAGEMENT MINUTES – OCTOBER 21, 2014 – ITEM 1
APPROVAL OF MINUTES**

Main Street District Business Improvement Area Board of Management Minutes
of September 16, 2014.

Moved by Steven Gilbert
Seconded by Nancy Barnard

THAT the Main Street District Business Improvement Area Board of Management Minutes of September 16, 2014 be approved.

CARRIED

The Chair extended her thanks to Mr. Adrian Cammaert for all his efforts in obtaining the directional signage recently installed on Highway 404.

2. MAIN STREET DISTRICT BUSINESS IMPROVEMENT AREA BOARD OF MANAGEMENT MINUTES – OCTOBER 21, 2014 – ITEM 2
FINANCIAL REPORTS

The Economic Development Officer provided a verbal financial update of Board expenditures to date and advised of the current balance. He advised that there are sufficient funds to purchase Christmas radio advertising on the Jewel 88.5. in the amount of \$1,000.

3. MAIN STREET DISTRICT BUSINESS IMPROVEMENT AREA BOARD OF MANAGEMENT MINUTES – OCTOBER 21, 2014 – ITEM 3
COMMITTEE REPORTS

- a) The Chair advised that Whitney Broydell has resigned her minute taking and website updating services from the Marketing Sub-committee. A suggestion was made to hire an Administrative Assistant for support. The Chair suggested an interested individual and discussion ensued regarding qualifications and the nature of the proposed support of that position.
- b) The Chair advised that the Main Street District Business Improvement Area Board of Management has been approached to support a charitable event (Victorian Tea – weekend of November 15, 2014) in an effort to assist underprivileged children in joining school trips that might not be affordable. Tickets to the event are \$50 per person, with an anticipated attendance of approximately 200 people. Ms. Vickie Sparks agreed to design tent cards for the tables at the event in an effort to promote Main Street.

Moved by Nancy Barnard
Seconded by Steven Gilbert

THAT an amount of \$800 from the Main Street District Business Improvement Area Board of Management be directed to the Victorian Tea charitable event (weekend of November 15, 2014) to assist sponsorship of underprivileged children in joining school trips.

CARRIED

**4. MAIN STREET DISTRICT BUSINESS IMPROVEMENT AREA BOARD OF MANAGEMENT MINUTES – OCTOBER 21, 2014 – ITEM 3
ANNUAL GENERAL MEETING DISCUSSION**

The Chair advised that the Business Improvement Area Annual General Meeting is scheduled for Monday, November 10, 2014 at 7:30 p.m. at the Community Centre and Lions Hall, 200 Doug Duncan Drive. She advised that she has delivered notices of the meeting to Main Street businesses. Nominations for membership to the Board of Management must be submitted to the Economic Development Officer by October 24, 2014. The Chair further advised that candidates are to submit a short biography. The Economic Development Officer provided a verbal update regarding the voting process; eligible voters may select up to a maximum of eight (8) names on the ballot.

The Economic Development Officer provided a verbal report regarding the 2014 budget figures and allocations. He advised that the \$30,000 budget is currently allocated as follows:

\$21,000 – Advertising
8,000 – Events
500 – Administration
500 – Miscellaneous

The proposed 2015 budget could be allocated as indicated below if the general membership is in support at the Annual General Meeting.

\$12,000 Advertising
12,000 Events
5,000 Administration
1,000 Miscellaneous

**Moved by Adrian Cammaert
Seconded by Anne Martin**

THAT the proposed 2015 budget allocation figures be forwarded to the Annual General Meeting membership for further discussion.

CARRIED

**5. MAIN STREET DISTRICT BUSINESS IMPROVEMENT AREA BOARD OF MANAGEMENT MINUTES – OCTOBER 21, 2014 – ITEM 5
NEW BUSINESS**

- a) Discussion ensued regarding the Candle Light Parade scheduled for Friday, November 14, 2014 beginning at 7:00 p.m. The parade details are as follows:

Start at Water Street and Main and proceed to the property known as the Clock Tower Inn. It was noted that an electricity supply will be required and the Blooming Wellies proprietor has advised she may be able to provide such.

- b) The Town of Newmarket Santa Claus Parade is scheduled for Saturday, November 15, 2014.
- c) Discussion ensued regarding the signage advising of the Heritage Designation District at Water Street, Eagle Street and Main Street. Adrian Cammaert distributed examples of signs that might be suited for Heritage Designation direction. A cost estimate of \$3600 for two signs was tabled.
- d) Discussion ensued regarding accessible parking spaces. The Chair advised that parking issues will be re-evaluated once the reconstruction of Old Town Hall is complete. The Economic Development Officer advised that he would investigate the standard accessible spaces ratio and report back.
- e) Anne Martin queried if the lamp posts on Cedar Street would be changed to the heritage style.

Moved by Steven Gilbert
Seconded by Nancy Barnard

THAT the meeting adjourn.

CARRIED

There being no further business, the meeting adjourned at 9:20 p.m.

 Date

 Jackie Playter, Chair

The meeting of the Newmarket Environmental Advisory Committee was held on Wednesday, September 10, 2014 in the Mulock Room, 395 Mulock Drive, Newmarket.

Members Present: John Birchall
Philip Breault
Doug Jagger
Dayna Laxton
Geoff Shore

Members Absent: Councillor Twinney
Jill King
Joanna Parsons

Staff Present: C. Kalimootoo, Director of Public Works Services
C. Schritt, Traffic Technician
C. Finnerty, Council/Committee Coordinator

The meeting was called to order at 6:35 p.m.

John Birchall in the Chair.

Additions & Corrections to the Agenda

None.

Declarations of Pecuniary Interest

- a) John Birchall declared an interest in Item 1 of the agenda being a Presentation by Mr. Robert Shirkey, Executive Director, Our Horizon regarding climate change and air pollution warning labels on gas pumps as he was employed by and receives a pension from a large petroleum company. He advised that he would take no part in the discussion of the foregoing matter.

Dayna Laxton assumed the Chair.

Presentations

1. Mr. Robert Shirkey, Executive Director, Our Horizon regarding climate change and air pollution warning labels on gas pumps.

Mr. Robert Shirkey, Executive Director, Our Horizon provided an overview of the gas pump warning label program. He summarized the program endorsements, fundamentals of the program and gasoline consumption impacts on the global climate. Discussion ensued regarding timelines for the initiative being made law in other areas, including British Columbia and California, costs to the municipality and retailer, feedback from the fuel industry and corporate partnership opportunities.

Moved by: Doug Jagger
Seconded by: Phillip Breault

THAT the presentation by Mr. Robert Shirkey, Executive Director, Our Horizon regarding climate change and air pollution warning labels on gas pumps be received;

AND THAT Mr. Robert Shirkey be invited to provide an update to the Newmarket Environmental Advisory Committee on the Climate Change and Air Pollution warning labels initiative at a later date.

Carried

John Birchall took no part in the discussion of the foregoing matter.

John Birchall assumed the Chair.

Approval of Minutes

2. Environmental Advisory Committee Minutes of June 4, 2014.

Moved by: Dayna Laxton
Seconded by: Geoff Shore

THAT the Environmental Advisory Committee Minutes of June 4, 2014 be approved.

Carried

Correspondence

3. Moved by: Dayna Laxton
Seconded by: Geoff Shore

THAT the correspondence items, previously distributed by e-mail, be received.

Carried

Items

4. Review of the Ian Gray Award Review and related Action Items.

G. Shore provided an overview of the revised Ian Gray Award documents. The application and informational brochure have been simplified. Discussion ensued regarding the program name in recognition of two separate programs, awards brochure, electronic distribution methods and timing of the applications. Communications staff to be approached to assist in the creation of forms that can be completed electronically and brochure design.

Moved by: Phillip Breault

Seconded by: Doug Jagger

THAT the Ian Gray Award Review be received;

AND THAT the Award information be forwarded to Communications staff for their design and format review.

Carried

5. 2014 E-Waste Event.

John Birchall provided an update on the E-Waste Event which is taking place at Upper Canada Mall on Saturday, September 27. Tim Hortons locations in Newmarket will be circulating information about the event in advance of the date. Public Works Services will provide support by supplying safety vests, traffic cones, blue bins and green bins. John Birchall advised that volunteers are still required for assistance at the event.

6. Discussion of NEAC Priorities to the end of November, 2014.

John Birchall advised that the following matters remain outstanding and suggested that they be noted as action items for the next Committee:

- appointment of a dedicated staff resource to coordinate environmental matters and priorities for the Town;
- expansion of the existing Community Garden and review of opportunities for new Community Gardens within the Town;
- preparation of a draft Community Environmental Plan

New Business

- a) The Director of Public Works Services advised that the Town is currently recruiting for a Solid Waste Coordinator contract position. The role will be shared between other York Region municipalities and the role includes performing a general review of the solid waste contractor's performance levels, ensuring that solid waste is appropriately sorted and education on waste sorting and collection.
- b) The Director of Public Works Services advised through the Feed-in Tariff (FIT) program, solar panels have been installed at the Ray Twinney Recreation Complex and an additional installation for the Magna Centre was approved by Council on September 8, 2014.
- c) The Director of Public Works Services provided an update on street lighting retrofit program. Approximately 1100 LED lights have been installed to date, saving the Town approximately 30,000 kilowatt hours. Discussion ensued regarding the retrofit process and payback period.
- d) The Director of Public Works Services provided an update on the Town's Emerald Ash Borer treatment and eradication initiatives.
- e) The Director of Public Works Services provided an update on the Community Gardens. Staff in Recreation and Culture has circulated throughout the community to obtain feedback regarding construction of additional Community Gardens. A report will be circulated to NEAC on the feedback received through the survey. Town Staff and representatives from the York Region Food Network met on site at the existing Community Garden to review the request for the construction of two additional rows. As water servicing will be required, the Town is willing to donate resources and equipment to complete the installation. Staff has requested that the York Region Food Network cover the cost of materials for water servicing. A grant application for Healthy Living has been submitted by the Recreation and Culture Department with the York Region Food Network as a partner.
- f) The Director of Public Works Services advised that complaints have been received regarding Tim Hortons waste, specifically at two restaurants in Newmarket. With NEAC endorsement, it is being suggested that additional refuse containers be placed in the areas where the most complaints have been received at Tim Hortons expense. Staff will prepare a letter to Tim Hortons and circulate to NEAC for comment.
- g) The Director of Public Works Services advised that the Town has implemented a pilot e-bike share project that provides e-bikes for staff use to attend off-site

meetings and conduct errands in Town.

- h) The Traffic Technician advised that the Lake Simcoe Region Conservation Authority is providing a grant of up to 75% to eligible homeowners through the Landowner Environmental Assistance Program (LEAP) for the installation of rain gardens.
- i) The Director of Public Works Services advised that the Public Works Services staff is reviewing their practices in order to implement low impact designs, particularly for stormwater management.
- j) Doug Jagger requested an update on the Silken Laumann development. Planning staff to provide a written update to the Committee on the status of the application.
- k) John Birchall advised that the Regional Environmental Advisory Committee meeting will be held on Thursday, October 2, 2014.
- l) John Birchall advised that the Town is currently undertaking a Committee review. He will be meeting with the staff member responsible for the review and has prepared a feedback document for the Committee's review.

Adjournment

Moved by: Dayna Laxton

Seconded by: Doug Jagger

THAT the meeting adjourn.

There being no further business, the meeting adjourned at 8:49 p.m.

Date

John Birchall, Chair

The meeting of the Newmarket Environmental Advisory Committee was held on Wednesday, October 1, 2014 in Mulock Room, 395 Mulock Drive, Newmarket.

Members Present: John Birchall
Philip Breault
Jill King
Dayna Laxton
Geoff Shore

Absent: Councillor Twinney
Doug Jagger
Joanna Parsons

Staff Present: None

The meeting was called to order at 6:30 p.m.

John Birchall in the Chair.

Additions & Corrections to the Agenda

None.

Declarations of Pecuniary Interest

None.

Approval of Minutes

1. Environmental Advisory Committee Minutes of September 10, 2014.

Moved by: Philip Breault
Seconded by: Geoff Shore

THAT the Environmental Advisory Committee Minutes of September 10, 2014 be approved.

Carried

Correspondence

2. Moved by: Dayna Laxton
Seconded by: Geoff Shore

THAT the correspondence items, previously distributed by e-mail, be received.

Carried

Items

3. Ian Gray Award Review.

The Chair advised that Communications staff reviewed and modified the Ian Gray Award brochure, grants application form and annual prize application form. Discussion ensued regarding minor amendments to the documents and next steps for handling the applications should quorum not be achieved at the next meeting.

Moved by: Philip Breault
Seconded by: Geoff Shore

a) THAT the Ian Gray Award brochure, Grant Application Form and Annual Prize Application Form be approved;

b) AND THAT the Ian Gray Award brochure, Grant Application Form and Annual Prize Application Form be posted on the Town's website at www.newmarket.ca

c) AND THAT in the absence of a formal meeting, that the Ian Gray Award applications be distributed by e-mail to all Committee members;

d) AND THAT the Chair, in consultation with Committee members, be authorized to award the grants.

Carried

4. Discussion regarding Recommendations to 2015 Newmarket Environmental Advisory Committee.

The list of recommendations to the Newmarket Environmental Advisory Committee for the 2014-2018 term was reviewed and minor modifications were made.

5. E-Waste Event Post Event Review.

Discussion ensued regarding the E-Waste event. Attendance was significantly down and signage was limited as a result of the election.

6. Discussion regarding Review of the 2010 - 2014 NEAC Accomplishments and Final Meeting Commentary.

Discussion of the NEAC accomplishments was deferred to the final meeting on November 12, 2014 at 6:30 p.m. A light dinner will be available and all NEAC members from the course of the term to be invited to attend.

New Business

None.

Adjournment

Moved by: Philip Breault
Seconded by: Dayna Laxton

THAT the meeting adjourn.

Carried

There being no further business, the meeting adjourned at 8:26 p.m.

Date

John Birchall, Chair

The meeting of the Newmarket Environmental Advisory Committee was held on Wednesday, November 12, 2014 in the Mulock Room, 395 Mulock Drive, Newmarket.

Members Present: John Birchall
Philip Breault
Dayna Laxton
Geoff Shore
Councillor Twinney

Absent: Doug Jagger
Jill King
Joanna Parsons

Staff Present: L. Moor, Council/Committee Coordinator

The meeting was called to order at 6:40 p.m.

John Birchall in the Chair.

Additions & Corrections to the Agenda

None.

Declarations of Pecuniary Interest

None.

Approval of Minutes

1. Environmental Advisory Committee Minutes of October 1, 2014.

Moved by: Philip Breault
Seconded by: Geoff Shore

THAT the Environmental Advisory Committee Minutes of October 1, 2014 be approved.

Carried

Correspondence

2. Moved by: Dayna Laxton
Seconded by: Philip Breault

THAT the correspondence items, previously distributed by e-mail, be received.

Carried

Item

3. Discussion – Recommendations to 2015 Newmarket Environmental Advisory Committee.

The Chair provided a presentation highlighting the various accomplishments that the Newmarket Environmental Advisory Committee achieved during the last four years. Members in attendance each provided their own commentary views regarding the successes of the Committee's activities and specific recommendations.

Specific recommendations for the next term Committee were tabled.

Moved by: Philip Breault
Seconded by: Geoff Shore

- a) THAT the recommendations contained in the document entitled 'NEAC Accomplishments – November 2014' be forwarded to the Mayor and Members of Council, the Appointment Committee and the future membership of the Environmental Advisory Committee.

Carried

New Business

None.

Adjournment

Moved by: Philip Breault
Seconded by: Dayna Laxton

THAT the meeting adjourn.

Carried

There being no further business, the meeting adjourned at 7:50 p.m.

Date

John Birchall, Chair

The meeting of the Accessibility Advisory Committee was held on Thursday, September 4, 2014 in Multi-Purpose Room #1, 800 Mulock Drive, Newmarket.

Members Present: Councillor Twinney
Diane Bladec-Willett
Steve Foglia (Chair)
Wendi Williams-Gordon

Staff Present: Lisa Lyons, Deputy Clerk
Chrisanne Finnerty, Council/Committee Coordinator

The meeting was called to order at 10:53 a.m.

Steve Foglia in the Chair.

Additions & Corrections to the Agenda

None.

Declarations of Pecuniary Interest

None.

Approval of Minutes

1. Accessibility Advisory Committee Meeting Minutes of June 19, 2014.

Discussion ensued regarding New Business and an amendment was made to reflect that the Committee will consider holding Committee meetings at alternate locations other than the Municipal Offices.

Moved by: Diane Bladec-Willett
Seconded by: Wendi Williams-Gordon

THAT the Accessibility Advisory Committee Meeting Minutes of June 19, 2014 be approved, as amended.

Carried

Items

2. Budget Request Discussion.

Discussion ensued regarding an annual budget for the Committee. The Deputy Clerk advised that a budget request was put before Council with an Operational Leadership Team recommendation that the request be referred to the Boards and Committees review. This review is currently underway. The Deputy Clerk summarized the scope of the review and the preliminary considerations. Discussion ensued regarding the budget request for National Access Awareness Week advertising, alternative free advertising methods and plans for the 2015 National Access Awareness Week event.

3. Accessible Election Plan.

The Deputy Clerk summarized the contents of the Accessible Election Plan which will be made available on the Town's website. A post-election report regarding the accessible election will be prepared as required by legislation. Staff have attended events and reached out to organizations in the community in order to promote the accessible election.

4. Annual Accessibility Plan Update.

The Council/Committee Coordinator provided an update on the progress towards completing the 2014 Status Update to the 2013 – 2017 Multi-year Accessibility Plan. The Plan will be circulated to the Committee for comment upon completion prior to being included on the Committee of the Whole agenda for receipt by Council.

5. Action Item List Review.

The Committee reviewed the Action Item List. Discussion ensued regarding amendments to the Municipal Act for offsite meeting participation.

Moved by: Diane Bladec-Willett
Seconded by: Wendi Williams-Gordon

THAT the Newmarket Accessibility Advisory Committee supports amendments to the *Municipal Act* to permit alternate forms of meeting attendance for Accessibility Advisory Committees.

Carried

New Business

- a) D. Bladek-Willett commended staff on the installation of automatic sliding doors at the Municipal Offices. The installation is noticed, appreciated and will facilitate access to the facility for a variety of Newmarket residents.
- b) The Chair advised that he has advised staff of concerns regarding Accessible Taxi fees. The Deputy Clerk advised that staff is currently reviewing the complaint.
- c) The Chair advised that representatives from the Province were in attendance at the Newmarket Jazz Festival promoting the *Accessibility for Ontarians with Disabilities Act* and accessibility.
- d) The Chair advised that he participated in an event at the Aurora Farmers Market promoting plain air painting and suggested that the Committee take advantage of the Newmarket Farmers Market to promote accessibility through the arts, etc.
- e) The Chair provided an update from the Joint York Region Accessibility Advisory Committee and Newmarket Accessibility Advisory Committee meeting. The site plan for the Regional Annex building was reviewed. Construction is anticipated to commence in 2016 for a four year period. The facility is expected to be an accessibility benchmark for the Region.
- f) D. Bladek-Willett advised that she received the Town's activity guide and reported that a section about the Committee has been included. She suggested that reference to accessible recreation programs and National Access Awareness Week be included in the winter program guide.

Adjournment

Moved by: Wendi Williams-Gordon

Seconded by: Diane Bladek-Willett

THAT the meeting adjourn.

Carried

There being no further business, the meeting adjourned at 12:09 p.m.

Date

Steve Foglia, Chair

A meeting of the Street Naming Committee was held on October 23, 2014 at 12:30 PM, at the offices of the Town of Newmarket, 395 Mulock Drive, Newmarket.

Present: E. Adam
S. Meehan

Absent: N. Friend

Staff: M. White, Planner

The meeting was called to order at 12:35 PM.

1. ASSIGNING NAMES TO A SUBDIVISION

Discussion:

The Committee discussed assigning the following names to the Toth Farm/Sundial Homes subdivision. The names were suggested by the developer as having a theme of being modern and urban. As Newmarket is becoming more modern and urban the Street Naming Committee felt the theme and requested names were appropriate.

- Solstice
- Vivant
- Bravo
- Urbana
- Tango
- Allure
- Delano
- Capella
- Vantage

The names were assigned as follows:

Street A – Solstice Circle
Street B – Capella Street
Street C & H – Delano Way

Street D – Urbana Lane
 Street E – Vantage Loop
 Street F – Tango Crescent
 Street G – Vivant Street
 Street I – Bravo Lane
 Street J – Allure Street

Motion:

Moved by: Sonja Meehan
 Seconded by: Elaine Adam

**THAT the requested names be added to the Reserve List and subsequently assigned to the Toth Farm/Sundial Homes subdivision.
 CARRIED.**

2. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

3. NEW BUSINESS

None.

4. NEXT MEETING DATE

At the call of the Chair.

There being no further business, the Street Naming Committee adjourned at 1:00 PM.

 Date

 Elaine Adam, Chair

TOWN OF NEW MARKET

Outstanding Matters

Item	Subject	Recommendation	Date to come back to Committee	Comments
1.	Committee of the Whole Minutes – March 21, 2011 – Item 6 Community Services Report – ES 2011-15 Northwest Newmarket Quadrant – Traffic Monitoring Status Update	• THAT Engineering Services staff bring a report back to Town Council with the results of all studies including mitigation measures if required, and next steps.	Q1, 2015	Part of Active Transportation Plan coordinated by Planning Department.
2.	Committee of the Whole Minutes – April 8, 2013 – Item 13 Community Services – Recreation and Culture Development and Infrastructure Services – PWS/ES Planning & Building Services Joint Report 2013-05 Future use of Fernbank Farmhouse	<ul style="list-style-type: none"> • THAT staff be authorized to issue a request for proposals with the intent of securing a suitable charitable and/or not for profit organization dedicated to serving Newmarket for use of the Fernbank Farmhouse; • AND THAT staff report back recommending a tenant along with operating and capital projections. 	Q1, 2015	Report and Lease arrangements to be reported back Successful proponent on hold, further information to follow update.
3.	Committee of the Whole Minutes – April 7, 2014 – Item 2 – Deputation – Newmarket Theatre	<ul style="list-style-type: none"> • THAT the deputation by Mr. John Dowson regarding the financial details associated with Newmarket Theatre and the Very Useful Theatre Company be received and referred to staff for a comprehensive review along with a comparison of how much sports facilities are subsidized; • AND THAT such review include consultation with key stakeholders including members of the theatre community to be reported back to Committee of the Whole within a 60 day time frame. 	Q1, 2015 (Recommendations)	Information Report with recommendations to be distributed (Q3 2014)

Strikethrough indicates that the item will be removed from the outstanding list prior to the next OLT meeting

Bold indicates that the item will be on the upcoming agenda

Last revisions made on November 26, 2014

(Updated and including Committee of the Whole Minutes of September 22, 2014)

	Item Subject	Recommendation	Date to come back to Committee	Comments
4.	Council - January 20, 2014 – Item 33	<p>D & I Services Report – ES 2013-49 Checking Consultant Professional Consulting Services Contract Extension</p> <hr/> <p>THAT Council approve the execution of the Professional Consulting Services Agreement with R.J. Burnside Associates Ltd. for a period of up to two (2) years from the date of Council approval to provide checking consulting services at preferred client discounted rates adjusted annually in accordance with industry standards;</p> <p>AND THAT staff report back to Council after a year and a half with options regarding the Checking Consultant Professional Consulting Services Contract.</p>	Q2, 2015	
5.	Council - February 10, 2014 – Item 22	<p>D & I Services – PWS 2014—08 Emerald Ash Borer Long Term Management Plan – Update</p> <hr/> <p>THAT staff continue to proceed with the proposed recommendations in the Town of Newmarket Emerald Ash Borer Long Term Management Plan;</p> <p>AND THAT staff report back to Council in the fall of 2014 with an annual update on the Emerald Ash Borer Long Term Management Plan.</p>	Q1, 2015	Annual Update to be provided by Information Report
6.	Council - May 5, 2014 – Item 54	<p>Motion: Councillor Emanuel</p> <hr/> <p>THAT staff report back to Council on the implementation of improved signage and advertising for notification regarding Official Plan and Zoning By-law Amendments.</p>	Q1, 2015	
7.	Council - May 5, 2014 – Item 52	<p>D & I Services Report PWS 2014-21 – Sidewalk Snow Clearing</p> <hr/> <p>THAT staff report back to Council with a detailed plan for sidewalk, walkway and trail clearing as part of the 2015 budget process;</p> <p>AND THAT staff obtain comments from the Accessibility Advisory Committee on the sidewalk, walkway and trail clearing process.</p>	2015 Budget Deliberations	

	Item Subject	Recommendation	Date to come back to Committee	Comments
8.	Council - May 5, 2014 – Item - 13	<p>Marianneville Developments</p> <hr/> <p>THAT Council direct staff to organize a public meeting after the Ontario Municipal Board releases its written decision and within this term of Council, on what has been learned about the Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision for Marianneville Developments Limited (Glenway) process and the effects of future development as York Region prepares for growth.</p>	Q1, 2015	Report on process to come forward to Council in Q1, 2015.
9.	Council - September 8, 2014 – Item 31	<p>Gigabit Corridor Pilot Project</p> <hr/> <p>THAT staff provide a further report to Council with RFP results, including alternate options if necessary, implementation recommendations and budget impact.</p>	Q1, 2015	
10.	Council - September 8, 2014 – Item 32	<p>Tom Taylor Crescent Proposed Walkway</p> <hr/> <p>THAT staff explore all options associated with alternate treatments including conveyancing and naturalization for that area and report back to Committee of the Whole.</p>	Q2, 2015	
11.	Council – September 29, 2014 – Item 28 Petition - Construction of a splash pad in Ward 6	THAT the petition from Mr. Ian Johnston regarding construction of a splash pad in Ward 6 be referred to staff.		
12.	Council - September 29, 2014 – Item 32 Motion	<p>Motion</p> <hr/> <p>THAT a staff report reviewing GO Train operations including east-west road connections, grade separations, speed within the downtown core, frequency of train whistles at the train intersections located at Water Street, Timothy Street and Davis Drive and the implementation of a regulated Signaled Pedestrian Crossing at Water Street, Doug Duncan Drive and Fairy Lake be referred to the 2015 budget deliberations.</p>	Q1, 2015	Report on process to come forward to Council in Q1, 2015.



CORPORATE SERVICES – LEGISLATIVE SERVICES – CLERK'S
 TOWN OF NEWMARKET
 395 Mulock Drive
 P.O. Box 328
 Newmarket, ON L3Y 4X7

www.newmarket.ca
 info@newmarket.ca
 905.895.5193

November 24, 2014

CORPORATE SERVICES – LEGISLATIVE SERVICES 2014-21

TO: Committee of the Whole

SUBJECT: Councillor Appointments to Committees & Committee Structure Review

ORIGIN: Director of Legislative Services/Town Clerk

RECOMMENDATIONS

THAT Corporate Services – Legislative Services Report 2014-21 dated November 24, 2014 regarding “Councillor Appointments to Committees & Committee Structure Review” be received and the following recommendations be adopted:

1. THAT Council determine and appoint the Member(s) of Council to the following committees:
 - a. Appointment Committee (3 Members); and,
 - b. Central York Fire Service Joint Council Committee (3 Members)
2. AND THAT to maintain continuity, Councillor appointments to active task forces in the 2010-2014 term (VivaNext Implementation Strategy Task Force – Strategy Group and Old Town Hall Construction Budget Control Task Force) continue in the current term;
3. AND THAT citizen members of the following committees appointed in the 2010-2014 term of Council continue their appointment and be authorized to meet to fulfil statutory duties until the appointment of their successors, including:
 - a. Accessibility Advisory Committee;
 - b. Appeals Committee;
 - c. Committee of Adjustment;
 - d. Heritage Newmarket Advisory Committee;
 - e. Newmarket Public Library Board; and,
 - f. Property Standards Committee.
4. AND THAT committees which are not required to meet to fulfil statutory duties in (2.) be suspended pending the review of Council's committee structure.

COMMENTS

Committees provide input and recommendations on a variety of community, policy and strategic issues. They also assist with event planning and some undertake statutory responsibilities. Volunteer service contributes to the quality of the Town's decisions, programs, services and events and provides an altruistic opportunity for volunteers. Please note that the term "committee" in this report is meant to imply committee, board, task force or other body of volunteers established by the Town to fulfill a mandate outlined in legislation, by-law, terms of reference or Council resolution.

Committee Appointment Process Review

In the previous term of Council, a review of the Town's committee appointment process was undertaken which resulted in the adoption of the Committee Public Appointment Policy (Attachment A), establishment of the Appointment Committee (see Terms of Reference, Attachment B), adoption of the Canadian Code for Volunteer Involvement (see Appendix C), and direction to review the committee structure with the 2014-2018 Council. These initiatives were established by the municipality to enhance fairness and equity in the committee application and selection process; and provide for a best practice standards for committee volunteer involvement.

It should be noted that the following sections of the Committee Public Appointment Policy come into effect in this term of Council, which will not be applied retroactively:

1i)	No employees of the Town of Newmarket or a local board are eligible to serve as a Member.
2ii)	Members shall not be appointed to more than two Committees at a single time.
2iii)	Members shall not serve more than two consecutive terms on any single Committee.

Appointment Committee

As set out in the Appointment Committee Terms of Reference (Attachment B), the committee is responsible for recommending individuals for appointment to committees by Council among other things. Therefore, Council is requested to determine and appoint three Members of Council to the Appointment Committee.

Central York Fire Service Joint Council Committee

The Town of Aurora and the Town of Newmarket consolidated their fire departments in January 2002 through the "Consolidated Fire and Emergency Services Agreement". The Agreement established an oversight body, Central York Fire Service Joint Council Committee ("JCC") comprised of three (3) Members of Council from the Town of Newmarket and three (3) Members of Council from the Town of Aurora. The Joint Council Committee provides and administers a borderless, single tier of fire protection and prevention services throughout Newmarket and Aurora in accordance with the *Fire Protection and Prevention Act*. JCC has typically met monthly.

Active Internal Task Forces

A number of internal task forces comprised of Members of Council, Town staff and key stakeholder representatives have been created over time to provide direction on projects and initiatives.

The two active task forces include:

- VivaNext Implementation Strategy Task Force - Strategy Group. Created to facilitate the planning and implementation of the Town of Newmarket components of the VivaNext project on Yonge Street and Davis Drive in the Town of Newmarket. Members include Mayor Van Bynen, Regional Councillor Taylor and Councillor Hempen (along with Town staff).
- Old Town Hall Construction Budget Control Task Force. Created to monitor and examine all financial and budgetary aspects of the Old Town Hall project during its construction phase and the spending of project contingency. Members include Mayor Van Bynen, Councillor Kerwin and Councillor Sponga (along with Town staff).

For the sake of continuity for these active projects, it is recommended that Councillor appointments made in the 2010-2014 term continue in the current term. Inactive internal task forces will be addressed through the committee structure review outlined below.

Recruitment of Required Committees

In consultation with the 2010-2014 Council Appointment Committee, staff initiated recruitment in November, 2014 for those committees required to be established by law, or those whose mandates fulfill a regulatory or administrative function set out in Town by-laws (Accessibility Advisory Committee, Appeals Committee, Committee of Adjustment, Heritage Newmarket Advisory Committee, Newmarket Public Library Board and Property Standards Committee). An open house will be held January 14, 2015 (7 p.m. – 9 p.m. in the Council Chamber) to provide an opportunity for those interested in applying to learn more about these committees. The deadline for receiving applications is currently January 23, 2015.

Once established the Appointment Committee will short list, interview and recommend a slate of individuals for appointment to these committees by Council, which will likely occur in February, 2015. In the interim, it is recommended that citizen members appointed in the 2010-2014 term of Council be authorized to meet to fulfill statutory duties until the appointment of their successors. The authority for citizen members appointed in the 2010-2014 term of Council to meet to fulfill statutory duties until the appointment of their successors is already provided for in legislation for the Committee of Adjustment and Newmarket Public Library Board.

Other committees are therefore suspended pending the review of Council's committee structure outlined below.

Committee Structure Review

As recommended by the preceding Council and as supported by staff, it is recommended that Council take the opportunity to review the committee structure to ensure it:

- Reflects the Council and administrative priorities; and,
- Operates effectively and has a well-defined relationship to the work of Council and/or the Town's administration.

A review of the committee structure will also provide Council the opportunity to consider alternate forms of public engagement. To help prepare staff for the review, an online survey of committee members was administered and interviews with committee chairs and staff supporting committees was undertaken, in addition to research on current and best practices.

A Council Workshop be scheduled on January 19, 2014 (9 a.m.) to review options related to Council's committee structure.

Once Council has provided direction on its committee structure for the term, staff will prepare the required terms of reference for Council's approval and the required recruitment process will commence. In the interim, Council may also be requested to approve appointments of Council Members to outside committees or represent the Town on a particular organization. As well, recommendations related to some committees may form a part of a broader policy matter review.

Committee Operations Policy

Staff are in the process of drafting a committee operations policy to address such matters as roles and responsibilities; meeting procedures and protocols; and administrative matters such as budgeting and communications. It is anticipated that the policy will be presented at the January 12, 2015 Committee of the Whole meeting and if approved implemented in time for new committee orientation.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

The recommendations in this report supports the Town's Vision, Mission and Community Strategic Plan goal of being well-equipped and managed by implementing policies and processes that reflect sound and accountable governance and fiscal responsibility in achieving service excellence.

CONSULTATION

Members of the Town's Strategic Leadership Team and Operational Leadership Team were consulted.

HUMAN RESOURCE CONSIDERATIONS

There are no human resource considerations related to this report.

BUDGET IMPACT

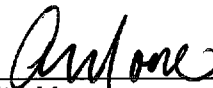
There are no budget impact considerations related to this report.

CONTACT

For more information on this report please contact: Andrew Brouwer, Director of Legislative Services/Town Clerk at abrouwer@newmarket.ca or ext. 2211.



Andrew Brouwer
Director of Legislative Services/Town Clerk



Anita Moore
Commissioner of Corporate Services



CORPORATE POLICY

Sub Topic:	Committee Public Appointment Policy	Policy No. CORP.3-01
Topic:	Municipal Governance	Applies To: Newmarket Committee Members
Section:	Corporate Services	Council Adoption Date: May 27, 2013
Effective Date:	Partially May 27, 2013 Remainder January 2015	Revision No: Date:

Policy Statement & Strategic Plan Linkages

Boards, Committees, Task Forces and other bodies appointed by the Town of Newmarket (hereafter referred to as Committees) assist municipal government service delivery and provide community members a way to engage in civil service providing advice, expertise and oversight to municipal decision making. Committees and volunteers must be governed by fair and equitable policies, and consistent procedures.

This Policy relates to the key areas of focus: "Well-Equipped and Managed" and "Well-Respected" of the Strategic Plan. Establishing transparent and equitable procedures will ensure that committees established by Council are managed in a way that will encourage community involvement and inspire cooperation.

Purpose

This Policy provides guidance to Council, staff and applicants on the principles and procedures governing the recruitment and appointment practices for all Committees of the Town of Newmarket, to make sure that a fair and equitable application and selection process is in place.

Boards and committees which are subject to separate legislative requirements, governing by-laws and/or any other legal requirements regarding committee appointments, and internal staff committees and task forces are not bound by this policy.

Definitions

Chair - means the Presiding Officer of a Committee;

Clerk - means the Clerk of the Town or his/her designate;

Committee - means a Committee, Board or Task Force or other body constituted and appointed by Council;

Member - means a Member of a Committee;

Term of Council - means the period of time for which Council is elected to serve, as governed by applicable legislation.

Terms of Reference - means a document outlining the mandate and committee operational details. Terms of Reference must be approved by Council including any amendments.

Procedures

1. Eligibility to serve

To serve on a Committee of Council, an applicant or member must be:

- i. a resident of Newmarket or own property within Newmarket unless Council deems it appropriate in order to acquire specialized knowledge, experience or representation, to maintain continuity or any other reason Council deems appropriate;
- ii. 18 years or older unless otherwise specified in the Terms of Reference for the applicable Committee;
- iii. employed by an organization other than the Town of Newmarket or the Newmarket Public Library.
- iv. a Canadian citizen where required by law or the Committee's Terms of Reference;

2. Term and length of service

Appointed Members shall:

- i. serve for a period of time equal to a full Term of Council unless specified in the Terms of Reference or one of the following scenarios occurs:
 - The appointment is revoked by Council;
 - They no longer meet the eligibility requirements;
 - They voluntarily resign;
 - The Committee is dissolved by Council.
- ii. only be eligible for appointment to a maximum of two Committees at one time. A member may, however, be selected to represent their Committee on another Committee or board as a non-voting liaison.
- iii. serve a maximum of two consecutive terms on any one Committee.

- iv. fill a vacancy for a partially completed term and be appointed to the end of that term. If appointed for an interim term of less than one year the member is still eligible for re-appointment for two consecutive terms on the same Committee.

3. Recruitment

- i. Recruitment commences with each new Term of Council, where vacancies are required to be filled, and if applicable, following any changes to Terms of Reference, or after the establishment of any new Committee.
- ii. Council may fill vacant Committee positions identified in the Terms of Reference requiring specialized knowledge, experience or representation by invitation, by seeking the assistance of a recruitment agency or through outreach to specific organizations or other means deemed appropriate by Council or staff. Activities with respect to filling these positions will follow the regular application process outlined in this policy.

4. Vacancies

- i. Vacancies created when a Member resigns or vacates the position are effective the date:
 - a. the resignation letter is received by the Clerk;
 - b. specified by the Member in the resignation letter;
 - c. the Member is removed by Council resolution;
 - d. the Member no longer qualifies for the position;
 - e. of the death or incapacitation of the Member;
- ii. Committees may pass a resolution requesting that a Member's position be declared vacant when a member has been absent without good reason for three consecutive meetings or half of the scheduled meetings in any calendar year.

5. Appointment Committee

An Appointment Committee shall be:

- i. established at the beginning of each new term of Council, composed of three members of Council, governed by the Terms of Reference.

Cross-References

Procedure By-law 2013-xx
Canadian Code for Volunteer Involvement

Appendices

Appendix A – Procedures

Appendix 'A' - Procedures
to
Town of Newmarket
Board and Committee Public Appointment Policy CORP.3.01

1. Recruitment – New Term of Council

- i. Legislative Services Staff who prepare advertisements for recruitment will ensure the ads contain the following information:
 - a. Member eligibility;
 - b. Committee meeting frequency and time;
 - c. Information on how to obtain an application form, and the terms of reference;
 - d. Details with respect to submitting an application including, the application deadline and where and how to submit the application;
 - e. A Notice of Collection as outlined in the Protection of Personal Information Policy and the *Municipal Freedom of Information and Protection of Privacy Act*;
 - f. A note that the vacancy is a volunteer position.
- ii. Advertisements will be placed in appropriate locations determined by the Clerk in conjunction with the Director, Communications.
- iii. Positions requiring specialized recruitment shall be advertised appropriately in accordance with section 3(ii) of the Policy.
- iv. Provided the applicant's consent is provided, the Clerk will maintain a list of applicants (referred to as the "Roster") for future consideration.
- v. The Clerk together with applicable staff will review all applications and prepare a recommended short list of candidates to interview and/or select based on required skillset, representation or other desirable criteria.
- vi. The staff recommended short-list of candidates, together with all eligible applications will be presented to the Appointment Committee for review, interviews and/or selection.

2. Recruitment – Mid-term Vacancies

- i. Vacancies will be identified by the Town Clerk as per section 4 of the Policy.
- ii. All available positions will be advertised as in the same manner as per the recruitment process for a new term of Council.
- iii. The Clerk together with applicable staff will review all applications and prepare a recommended short list of candidates to interview and/or select based on the required skillset, representation or other desirable criteria.
- iv. The staff recommended short-list of candidates, together with all eligible applications will be presented to the Appointment Committee for review, interviews and/or selection.

Appendix 'A' - Procedures
to
Town of Newmarket
Board and Committee Public Appointment Policy CORP.3.01

3. Application Procedures

- i. All applicants will submit to the Clerk a completed application, together with a resume or other supporting information as required.
- ii. Completed applications must be submitted before the deadline prescribed by the Clerk in order to be considered for appointment.
- iii. In accordance with section 2(ii) of this policy, applicants applying to more than one vacancy will be requested to prioritize their preference.
- iv. Members eligible for re-appointment must complete an application form and submit it to the Clerk.

4. Appointment Procedures

- i. The Appointment Committee operates according to their Terms of Reference and reviews and evaluates the received applications and recommends one applicant per vacancy.
- ii. The Clerk will place information regarding applicants recommended by the Appointment Committee on a Confidential Agenda for consideration by Council in camera, in accordance with Section 239 (b) of the *Municipal Act, 2001 S.O. 2001, c.25*.
- iii. Once Council makes its appointments, the Clerk will send a letter to all successful and unsuccessful applicants.
- iv. The Clerk will notify the applicable staff of the appointment and provide them with information on how to contact the new Member.
- v. The Clerk will maintain a roster of other qualified applicants to fill future vacancies for the current Term of Council. All listed applicants shall be advised of their status.

5. Resignation Procedures

- i. A Member who is resigning from their appointed position will submit a written letter of resignation to the Clerk.
- ii. Resignation of Members shall be effective at the date of receipt of the letter, or on a date specified in the letter. Council will be informed of the resignation in whatever manner the Clerk deems appropriate.
- iii. Members who do not submit their resignation but who are no longer eligible to serve will be deemed to have resigned at the date they become ineligible.



CANADIAN CODE FOR VOLUNTEER INVOLVEMENT

THE VALUE OF VOLUNTEER INVOLVEMENT

Volunteer involvement has a powerful impact on Canadian society, communities, organizations, and individuals.

Volunteer involvement is fundamental to a healthy and democratic society in Canada

- It promotes civic engagement and active participation in shaping the society we want
- It gives everyone a voice and the space to contribute to the quality of life in communities

Volunteer involvement is vital for strong, inclusive, and resilient communities

- It promotes change and development through the collective efforts of those who know the community best
- It identifies and supports local strengths and assets to respond to community challenges while strengthening the social fabric

Volunteer involvement builds the capacity of organizations

- It provides organizations with the skills, talents, and perspectives that are essential to their relevance, vitality, and sustainability
- It increases the capacity of organizations to accomplish their goals through programs and services that respond to and are reflective of the unique characteristics of their communities

Volunteer involvement is personal

- It promotes a sense of belonging and general wellbeing
- It provides the opportunity for individuals to engage according to their personal preferences and motivations

Volunteering is about building relationships

- It connects people to the causes they care about, and allows community outcomes and personal goals to be met within a spectrum of engagement
- It creates opportunities for non-profit organizations to accomplish their goals by engaging and involving volunteers, and it allows volunteers an opportunity to engage with and contribute to building community

GUIDING PRINCIPLES FOR VOLUNTEER INVOLVEMENT

Volunteers have rights. Non-profit organizations recognize that volunteers are a vital human resource and will commit to the appropriate infrastructure to support volunteer engagement.

- The organization's practices ensure effective volunteer involvement.
- The organization commits to providing a safe and supportive environment for volunteers.

Volunteers have responsibilities. Volunteers make a commitment and are accountable to the organization.

- Volunteers will act with respect for the cause, the stakeholders, the organization, and the community.
- Volunteers will act responsibly and with integrity.

ORGANIZATION STANDARDS FOR VOLUNTEER INVOLVEMENT

Mission-based Approach

The organization's Board of Directors and senior staff acknowledge, articulate, and support the vital role of volunteers in achieving the organization's purpose or mission. Volunteer roles are clearly linked to the organization's mission.

Human Resources

Volunteers are welcomed and treated as valued and integral members of the organization's human resources team. The organization has a planned and integrated approach for volunteer involvement that includes providing appropriate resources to support volunteer involvement.

Policies and Procedures

A policy framework that defines and supports the involvement of volunteers is adopted by the organization.

Volunteer Administration

The organization has a clearly designated individual(s) with appropriate qualifications responsible for supporting volunteer involvement.

Risk Management and Quality Assurance

Risk management procedures are in place to assess, manage, or mitigate potential risks to the volunteers, the organization and its clients, members and participants that may result from the delivery of a volunteer-led program or service. Each volunteer role is assessed for level of risk as part of the screening process.

Volunteer Roles

Volunteer roles contribute to the mission or purpose of the organization and clearly identify the abilities needed. Volunteer roles involve volunteers in meaningful ways that reflect their skills, needs, interests, and backgrounds.

Recruitment

Volunteer recruitment incorporates a broad range of internal and external strategies to reach out to diverse sources of volunteers.

Screening

A clearly communicated and transparent screening process, which is aligned with the risk management approach, is adopted and consistently applied across the organization.

Orientation and Training

Volunteers receive an orientation to the organization, its policies, and practices, appropriate to each role. Each volunteer receives training specific to the volunteer role and the needs of the individual volunteer.

Support and Supervision

Volunteers receive the level of support and supervision required for the role and are provided with regular opportunities to give and receive feedback.

Records Management

Standardized documentation and records management practices and procedures are followed and are in line with current relevant legislation.

Technology

Volunteers are engaged and supported within the organization through the integration and intentional use of current technology. New opportunities to strengthen volunteer engagement and capacity through the use of technology are evaluated continually.

Recognition

The contributions of volunteers are acknowledged by the organization with ongoing formal and informal methods of recognition, applicable to the volunteer role. The value and impact of volunteer contributions are understood and acknowledged within the organization and communicated to the volunteer.

Evaluation

An evaluation framework is in place to assess the performance of volunteers and gauge volunteer satisfaction. The effectiveness of the volunteer engagement strategy in meeting the organization's mandate is also evaluated.

TERMS OF REFERENCE ROLES AND MANDATES FOR COUNCIL COMMITTEE

Appointment Committee

1. Alignment with Strategic Plan

The 2012-14 Council Strategic Priority directions include being Well-Equipped and Managed. Transparent, equitable and consistent procedures for public appointments to Boards and Committees will ensure that they are managed in a way that encourages community involvement.

2. Mandate

The Appointment Committee is a committee of Council responsible for recommending a candidate/slate of candidates for appointment to boards, committees, task forces and other bodies appointed by the Town of Newmarket (hereafter Committee) and for ensuring consistency, fairness and professionalism in the recruitment, selection and orientation process.

3. Responsibilities

- i. Once an adequate number of applications have been received, review the applications and create a short list of applicants to interview;
- ii. Provide input on specialized recruitment, including recruitment by invitation, through a recruitment agency or through outreach to specific organizations;
- iii. Have regard to a short-list of particularly suitable applicants to interview provided by staff and suggested candidate evaluation criteria provided by the committee, where applicable;
- iv. Request an extension to the application submission deadline when there are an insufficient number of applications deemed appropriate;
- v. Attend interviews and ensure the process is fair and professional, including the requirement to ask all applicants to the same committee vacancy the same questions and to execute a scored or measured approach to applicant interviews;
- vi. Ensure compliance with statutory and special vacancy requirements including criminal record checks, vulnerable sector screening and composition requirements;

- vii. Recommend one applicant per vacancy to Council;
- viii. Recommend short-listed applicants for future vacancies to the Clerk;
- ix. Provide input on staff recommendations related to the recruitment, selection and orientation processes for boards and committees;
- x. Attend Recruitment Information Session(s), where available if appropriate;
- xi. Ensure the confidentiality of personal information, including returning application and interview materials to the Clerk after interviews have concluded; and
- xii. Undertake other responsibilities determined by Council.

4. Composition

The Appointment Committee shall be composed of a three members of Council who are appointed for a term concurrent with the current term of Council.

5. Meetings

- i. The Appointment Committee shall operate its business meetings according to the Procedure Bylaw regulating the operation of the meetings of Council and its Committees.
- ii. Legislative Services staff will attend all Meetings of the Appointment Committee to record and report its recommendations to Council, and provide administrative support with the proceedings.
- iii. Prior to conducting interviews for a particular committee, board or authority, if required, appropriate technical staff may attend the meeting to provide information about any special qualifications or expertise that might be discussed with the applicants.
- iv. If applicable the current Chair or another Member of the particular committee seeking to fill a vacancy may be invited to attend the Appointment Committee interviews, or to provide input on candidate selection criteria at the discretion of the Appointment Committee.
- v. The interviews of applicants conducted by the Appointment Committee will be held in Closed Session in accordance with Section 239 (b) of the *Municipal Act, 2001 S.O. 2001, c.25*.



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December 3, 2014

**COMMUNITY SERVICES - CUSTOMER SERVICES
INFORMATION REPORT # 2014 - 31**

TO: Members of Council

COPY: Members of SLT
Members of OLT

SUBJECT: Access Newmarket – Overview & Reports

ORIGIN: Manager, Customer Services

RECOMMENDATIONS

THAT Community Services/Customer Services report 2014-30 dated December 3, 2014, regarding Access Newmarket software and reports be received for information.

COMMENTS

The Town of Newmarket's Customer Relationship Management (CRM) software allows staff across the organization to capture customer inquiries or complaints, track issues to resolution, and monitor trends. This software is called Access Newmarket and is used by staff in the Customer Service Centre at Town Hall, the CS Kiosks at the Magna Centre and Ray Twinney Complex, the Operations Centre Administration staff, and by support staff in the Mayor and Councillors' offices.

Customer contacts are entered into the system and assigned to other staff for handling, as necessary. All call types have pre-determined 'priority levels' which can be overridden by the staff person entering the ticket, when the situation warrants. Any unanswered tickets escalate to the applicable supervisor and continue to escalate through higher levels in the organization, if they remain unanswered. Reminder notifications are generated every 30 days for tickets that have not been completed or closed.

The priority levels are:

Priority level 1: Issues that represent a Health & Safety risk such as, a water main break, broken glass in a playground, etc. These tickets escalate after 15 minutes.

Priority level 2: Issues that represent a loss of service or inconvenience to the customer and include animal control, missed snow removal, etc. These tickets escalate after 60 minutes if they are unanswered.

Customer Services

TOWN OF NEWMARKET
395 Mulock Drive
PO Box 328 STN Main
Newmarket, ON L3Y 4X7

www.newmarket.ca
info@newmarket.ca

Priority level 3: Where the issue is a complaint related to service delivery such as bylaw complaints, weed control, etc. These tickets escalate after 3 days, if they remain unanswered.

Priority level 4: Tickets that do not require a response and are sent to the appropriate department for informational purposes and no follow-up is required. These tickets do not escalate. Examples include anonymous complaints.

Members of Council are encouraged to direct customer issues to staff in the Customer Service Centre or support staff in the Mayor and Councillors' office to help ensure that all issues are documented, escalated as appropriate and to avoid duplication of efforts.

Many reports are generated on a regular basis and used to help business units identify opportunity areas, close service delivery gaps, ensure that any outstanding issues are identified and resolved and also to support budget discussions related to resource requirements.

SAMPLE REPORTS

Attached to this Information Report are sample reports that will provide Members of Council with a sense of the type of information available by call type, by ward, and for the Town as a whole.


1. Total customer contacts, 2011 to 2014, for all channels (telephone, counter, email, and mail)
2. Top 5 service requests for 2014 (Town wide), and 4 year trends
3. Top 5 service requests by ward (2014 year to date)
4. Waste Collection (complaints & service requests) 4 year trend
5. Waste Collection (complaints & service requests) by month, September 2013 to November 2014

Also attached is a process flow diagram outlining the approach taken by staff in the Customer Services department to ensure that issues are documented, actioned and followed up on as appropriate.

CONTACT

Any questions related to this Information Report, the Access Newmarket system or reports that can be generated should be directed to Jamie Boyle, Supervisor Customer Service Centre at 905-895-5193, ext. 2254 or jboyle@newmarket.ca or Bonnie Munslow, Manager, Customer Services at 905-895-5193, ext. 2251 or bmunslow@newmarket.ca

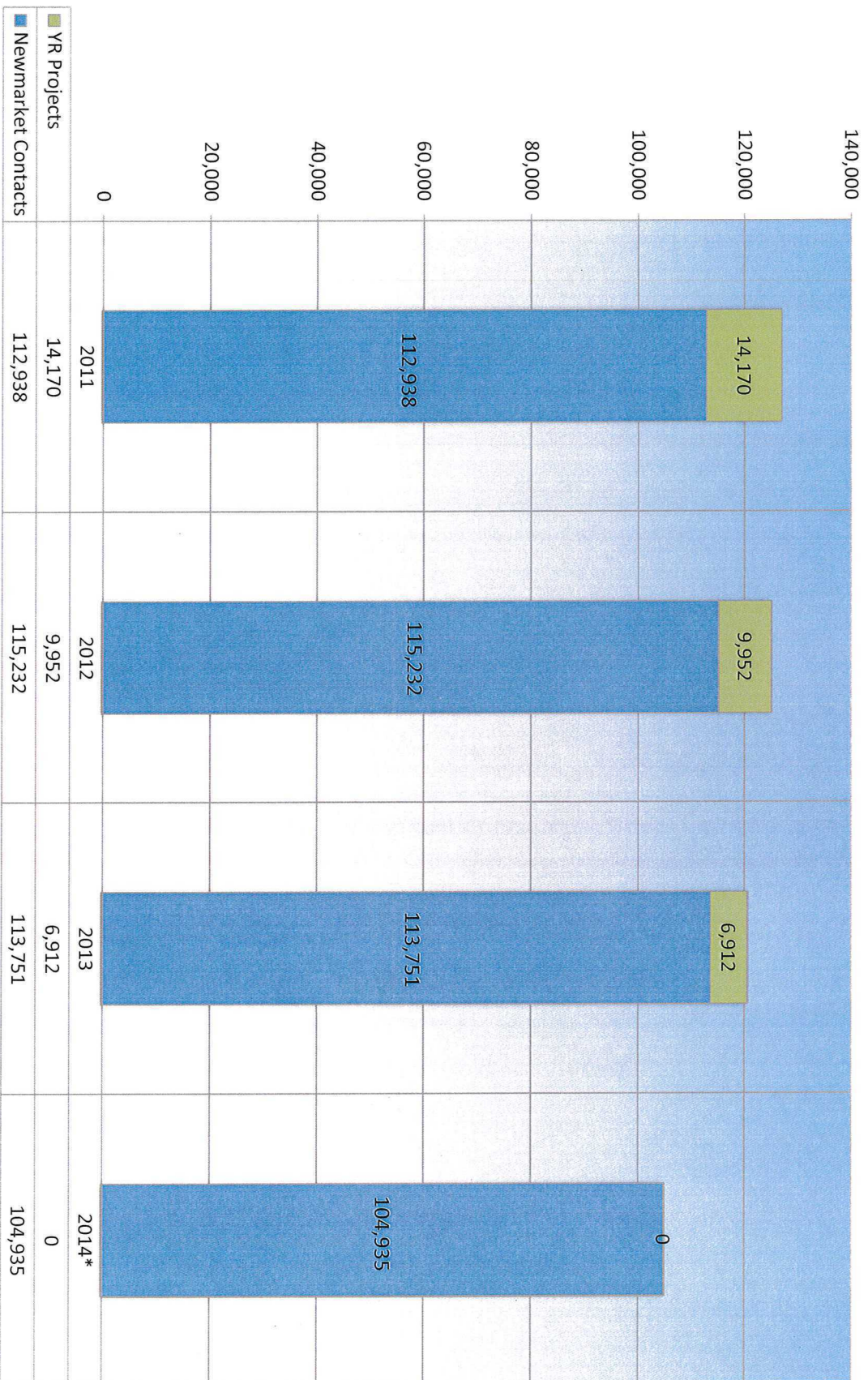

Bonnie G. Munslow
Manager, Customer Services


Ian McDougall
Commissioner, Community Services

Total Customer Contacts 2011 - 2014*

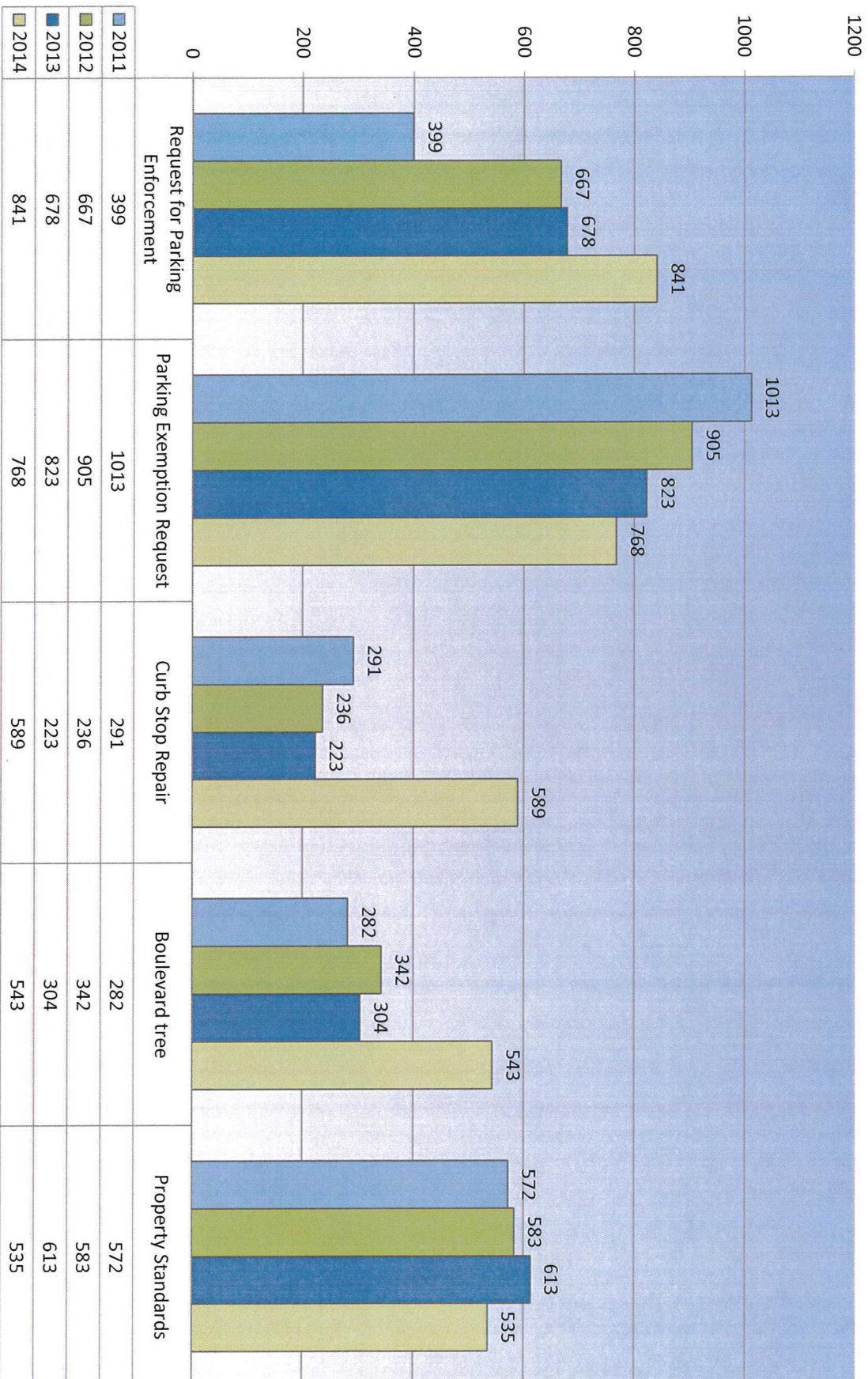
(Phone, Counter, E-mail, Mail)

* As of November 30, 2014

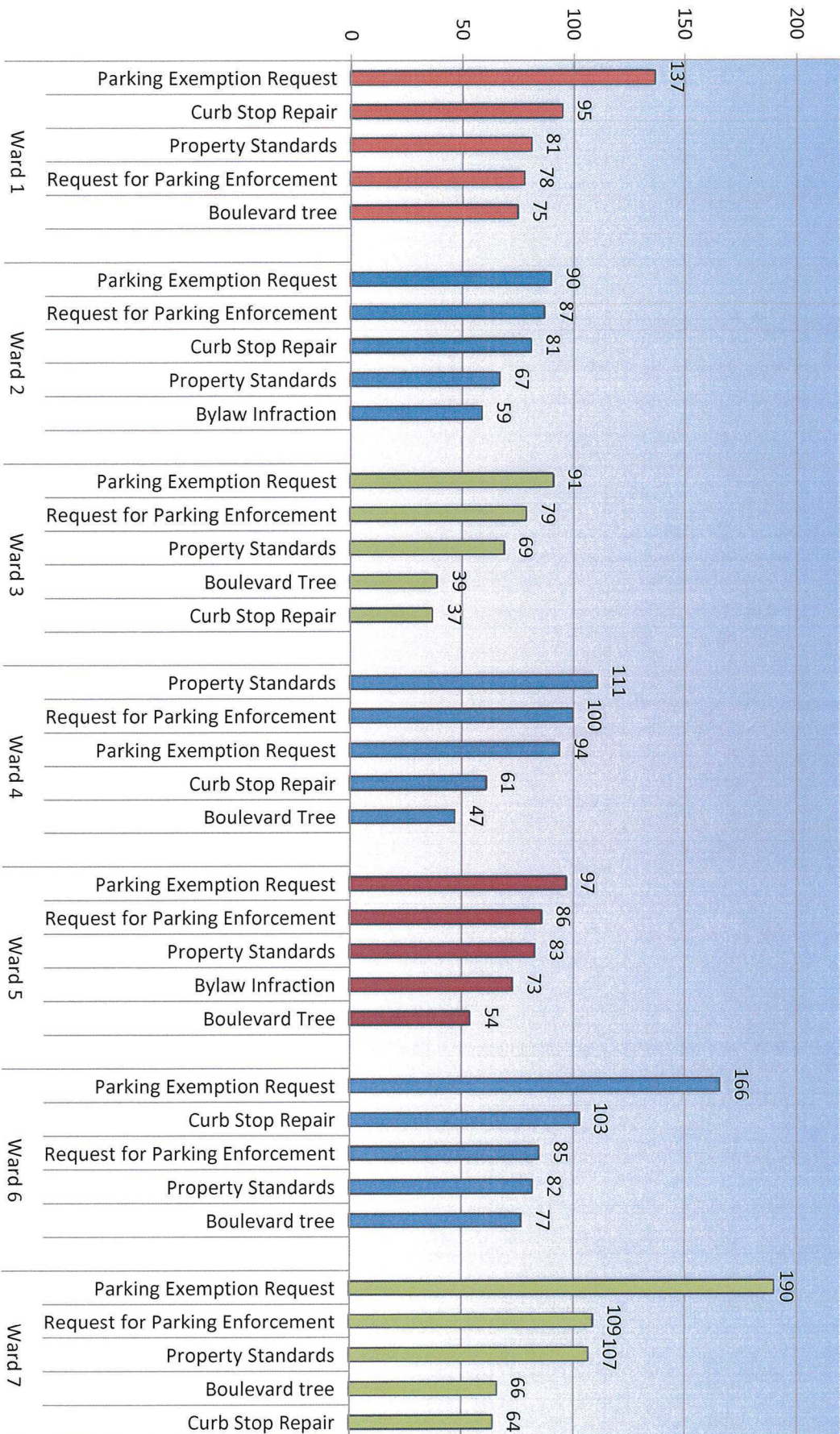


Top 5 Service Requests Town Wide 2011-2014*

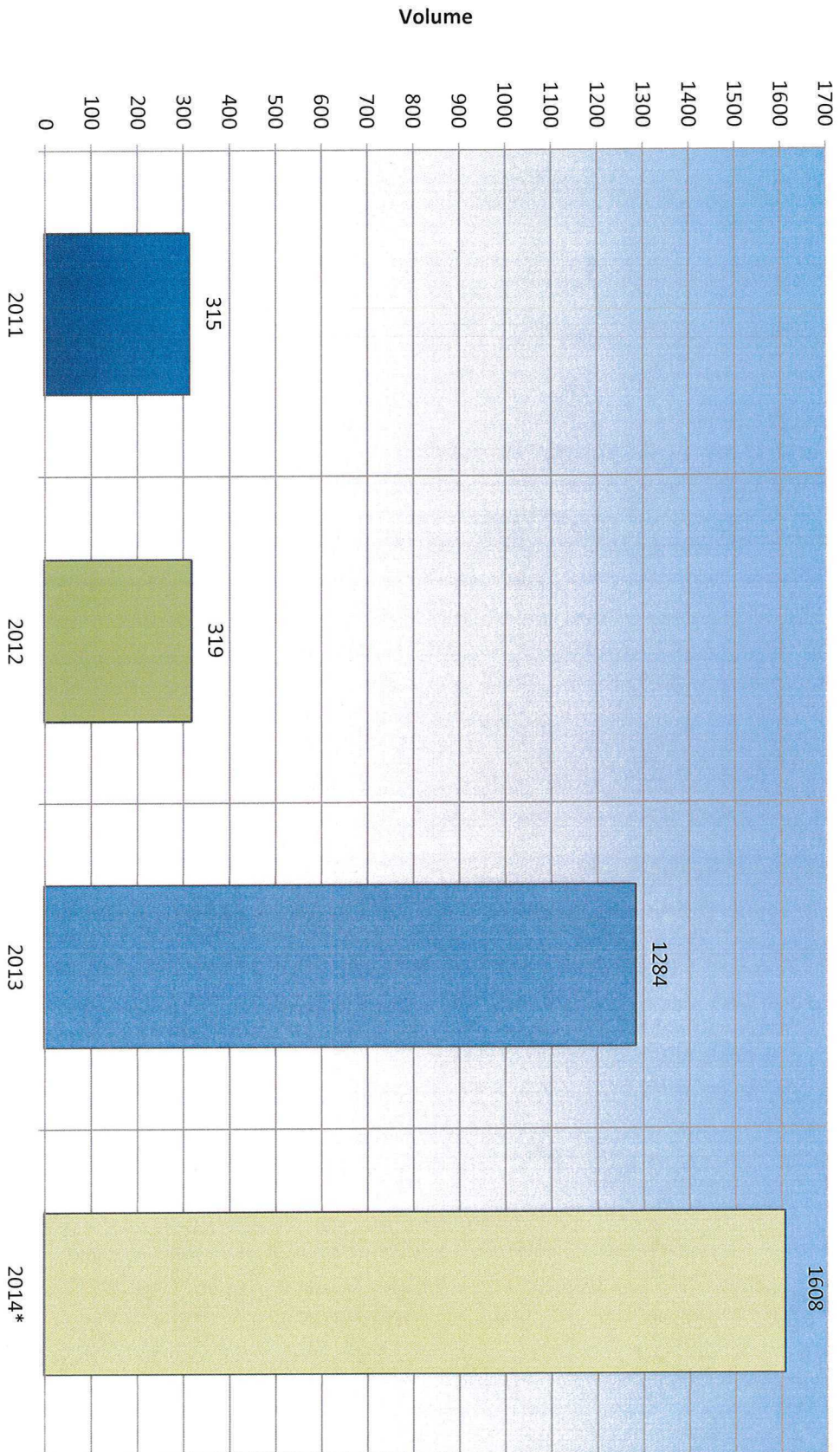
* As of October 31, 2014



Top 5 Service Requests By Ward Jan 2014 - Oct 2014

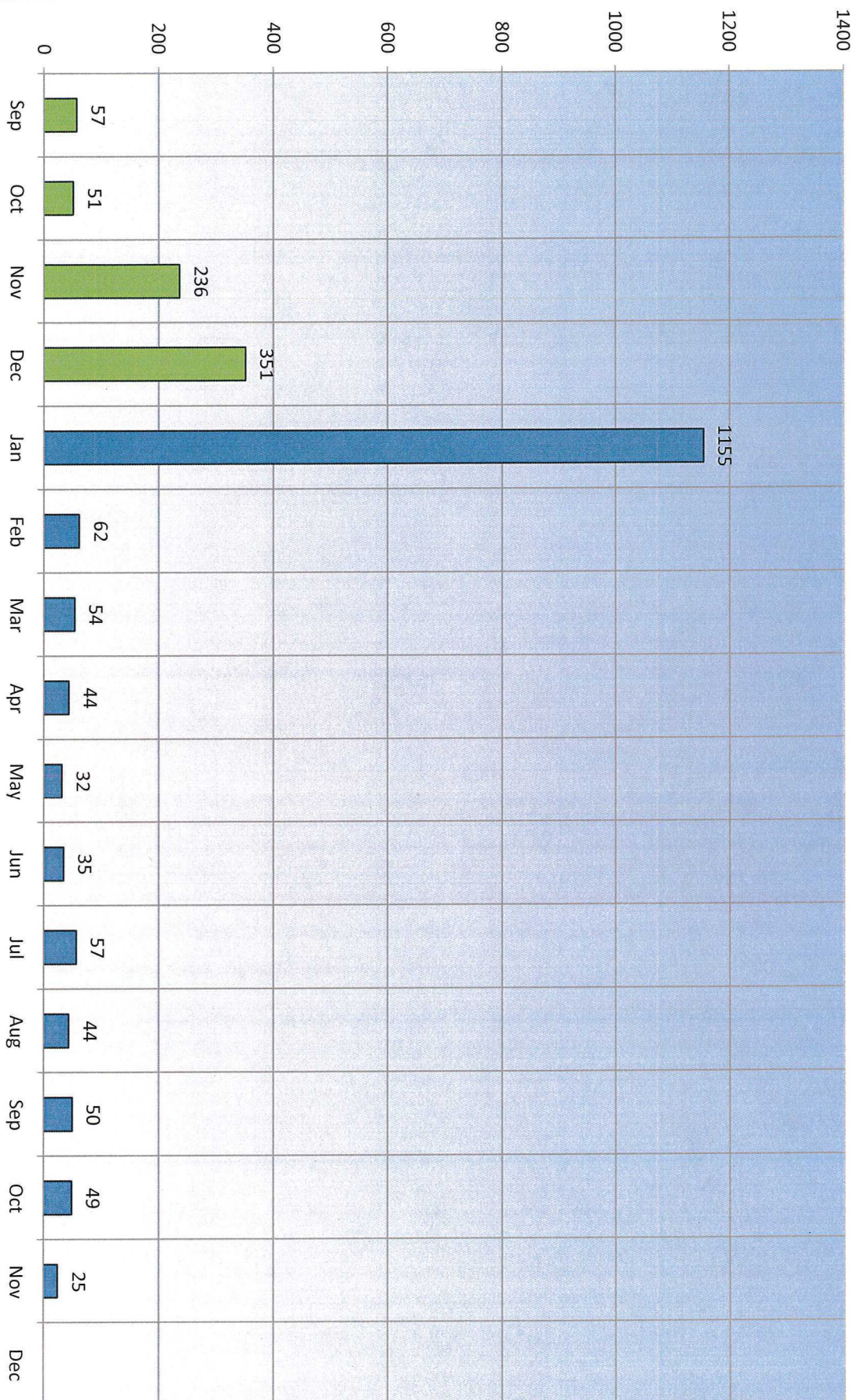


Waste Collection
2011 - 2014*
(Complaints & Service Requests)



* As of November 30, 2014

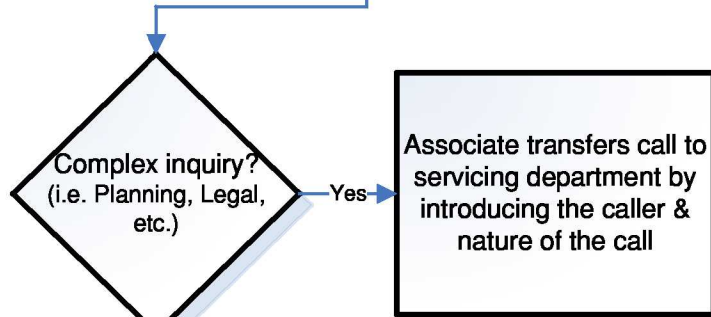
Sept 2013 - Nov 2014
Waste Collection
Complaints & Service Requests
By Month



The Customer Services department handles front-line customer inquiries at the Customer Service counters at Town Hall, the Magna Centre & Ray Twinney Complex. Requests for service & inquiries are received via telephone, email, My Waste app & face to face at the Customer Service counters.

Telephone call or face-to-face inquiry directed to CSC
Main telephone line: 905-895-5193 OR Email to
customerservice@newmarket.ca; info@newmarket.ca

Note: Customer Service Associate (CSA) will contact the Executive Office to coordinate responses & avoid duplication when the Mayor &/or Member(s) of Council are copied on the correspondence.



Servicing department handles call as appropriate

¹ Access Newmarket is a call tracking tool used by staff in Customer Services, outside facilities, and in the Mayor & Councillors' offices to capture types of calls, refer & monitor service issues, & identify trends & service gaps.

Approximately 90% of the customer contacts handled by the CSC are "routine" inquiries where information is provided to the customer without requiring input or action from another department.

Service Requests are created when information needs to be sent to a Servicing Department, usually for action. Before opening a new service request the associate will search to see if there is already an open request dealing with the same issue. If there is an existing service request it is actioned or updated as appropriate.

² Priority Rankings

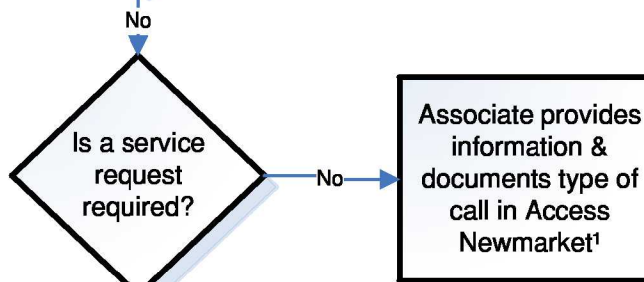
Priority 1: Health & Safety risk. Associate calls department directly & sends service request. Unanswered requests escalate after 15 minutes & continue to escalate up the hierarchy until acknowledged. Example: glass in playground, falling wires, water main break.

Priority 2: Loss of service or inconvenience Unanswered service requests escalate after 60 minutes. Example: animal control, missed snow removal, etc.

Priority 3: Complaints about service. Unanswered service requests escalate after 3 days. Example: bylaw complaints, sidewalk repair, weed control.

Priority 4: Information only & no follow up required. Example: anonymous property standard complaints, requests for Parking Exemptions. Note: All call types have a pre-determined priority ranking. Associates can override priority levels based on the severity of the situation & at their own discretion.

Reminders are generated every 30 days for all 'pending' issues so that CS associates can ensure timely responses & avoid service gaps.



Associate captures information in Access Newmarket, determines where the service request will be assigned & confirms/overrides priority ranking²

Servicing department conducts assessment & completes service or resolves issue as required. Service request is then updated with resolution details & timelines as appropriate.

Associate calls or e-mails Customer Or Member of Council, advises status of issue, expected outcomes & appropriate timelines. Details are captured in Access Newmarket.

Once the service request has been completed, issue resolved & customer advised, Customer Service Associate closes the service request.

Note: Associates monitor all "pending" service requests for responses & conduct follow-up activity with servicing departments as appropriate.

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Deputation and Further Notice Request Form

Please complete this form to speak at a meeting of Town Council or Committee of the Whole. If filling out by hand please print clearly.

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Subject:

Date of Meeting: Agenda Item No.:

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Toronto Star

Editorial – June 19, 2014

Don't undermine electricity conservation:

A draft report by the Ontario Energy Board wrongly recommends flat fees for electricity delivery, no matter how much electricity homeowners use.

Whether it's social engineering or a money-saving strategy, the Ontario government has spent years prodding homeowners to conserve the electricity they use. It's been a surprisingly successful effort.

But, as the Star's John Spears [reported this week](#), a new draft policy proposal from the Ontario Energy Board recommends a fixed monthly fee for all energy delivery – no matter how much electricity is actually used.

For a board that is supposed to represent the needs of consumers, that's a counterintuitive position. As its [website](#) says, the board is supposed to regulate Ontario's energy sector "in the public interest." In this case, though, apparently not.

Since the board's report contains proposals that are sympathetic to the needs of local utilities and not the energy-conserving consumer, it must find a new approach. The fixed-rate option should not be so quickly embraced.

As Spears reports, the proposal, contained in a draft report that was quietly passed around this spring, has created an uproar among advocacy groups.

They argue that such a change would increase the bills of those who work hard to conserve energy, while charging less to big users. "It's Robin Hood in reverse," says the Green Energy Coalition.

If adopted, the coalition warns, the proposals will "cause small customers (often with lower incomes) to subsidize large customers with higher peak demands." That's not right.

Nor is it good for the environment. There's a reason for the government's conservation push. Lower demand lessens the need for gas and nuclear energy plants. That, ultimately, produces less emissions and worrisome nuclear waste. Indeed, between 2005 and 2013, Ontario families and businesses reduced demand by an estimated 8.6 terawatt hours of electricity, enough to power a city the size of Mississauga.

To be clear, the proposals in question deal only with the portion of the bill that goes to local utilities, roughly 25 per cent of the total. Customers also pay for each kilowatt hour of energy used along with charges for Hydro One's transmission wires, debt retirement and administrative fees.

The report says most residential customers will see a fee increase of \$5 a month or less. But Hydro One, the province's biggest utility, doesn't agree. It says only 20 per cent of its customers would see an increase that low, while more than half would face higher fees.

Other utilities have argued that conservation programs decrease their revenue but don't diminish the cost of maintaining their network of wires poles and transformers. They say charging customers the fixed rate will deal with the regular maintenance costs. Fair enough.

But, when advocating on behalf of the utilities, there's no sign that the board followed its mandate and considered the consumer rights. And as Jack Gibbons of the [Ontario Clean Air Alliance](#) notes, the new proposals aren't necessary: "The utilities have been able to operate and be financially healthy for 100 years without a 100 per cent guaranteed revenue stream." That's a telling point.

It may be getting pressure from local utilities, but the board's current proposal — which has no clear timeline — doesn't help the conservation-minded consumer.

If fixed utility rates provide no incentive to turn out the lights when leaving a room, then Ontario's effort to reduce electricity use will be shortchanged.

The energy board, which represents consumers, must take its mandate seriously. Conservation should be rewarded.



COMMUNITY SERVICES – ENGINEERING SERVICES
 TOWN OF NEWMARKET
 395 Mulock Drive
 P.O. Box 328
 Newmarket, ON L3Y 4X7

www.newmarket.ca
 info@newmarket.ca
 905.895.5193

December 1, 2014

**JOINT REPORT
 DEVELOPMENT AND INFRASTRUCTURE COMMISSION – ENGINEERING SERVICES
 AND CORPORATE SERVICES COMMISSION – PROCUREMENT SERVICES REPORT ES2014-60**

TO: Committee of the Whole

SUBJECT: Tom Taylor Trail West – Lake to Lake Route (Water St to Cane Parkway)

ORIGIN: Director, Engineering Services

RECOMMENDATIONS

THAT Development and Infrastructure Commission – Engineering Services and Corporate Services Commission – Procurement Services Report – ES2014-60 dated November 26, 2014 regarding the Tom Taylor Trail West – Lake to Lake Route be received and the following recommendations be adopted:

- 1. THAT \$348,333 be allocated from the General Capital Reserves to the project;**
- 2. AND THAT the \$34,000 grant from the Landowner Environmental Assistance Program (LEAP) through the Lake Simcoe Region Conservation Authority (LSRCA) also be allocated to the project;**
- 3. AND THAT, as recommended by the Manager, Procurement Services, Tender T2014-24 “Tom Taylor Trail West Side Fairy Lake”, be awarded to Hawkins Contracting Services Limited of Stouffville, Ontario at a cost of \$644,492.65, exclusive of all applicable taxes, subject to the approval in Recommendations 1 and 2, and that, upon approval of this recommendation, the Procurement Services Department notify the other Bidders after award of the Tender;**
- 4. AND THAT this contract be executed by the Department Head and Manager, Procurement Services, as per the Procurement By-law.**

BACKGROUND

In 2008, York Region developed its first Pedestrian and Cycling Master Plan (PCMP). A strategic recommendation in the PCMP was to develop a Lake Simcoe to Lake Ontario cycling route and walking trail using a system of off-road and some limited on-road connections. The link was proposed to provide residents and visitors with a continuous regional cycling and walking connection as a major recreational amenity for both residents and visitors to York Region and the City of Toronto. The Tom Taylor Trail is currently a major cycling and pedestrian connector through Aurora, Newmarket, and East Gwillimbury and is planned to be part of the future Lake to Lake Route.

COMMENTS

A report dated January 23, 2013, which was presented to the Town's Committee of the Whole, contained the following recommendations (see Attachment 1):

1. **THAT York Region be provided with a copy of the report recommending Option # 2 – Modified as the Town's preferred route option;**
2. **AND THAT Town staff coordinate with Region staff, the proposed improvements to the York Durham Sanitary Sewer Forcemain alignment and the proposed Lake to Lake Cycling and Walking Trail, as part of the proposed improvements to Cane Parkway and, enter into cost sharing arrangements with the Region of York for the Cane Parkway works;**
3. **AND THAT Town staff be directed to apply for funding under the Region of York's "Pedestrian and Cycling Municipal Partnership Program" and further review the results of the application with Town Council prior to proceeding with the trail improvements on the west side of Fairy Lake.**

The recommendations presented in January 2013 were ratified by Town Council at its meeting of February 11, 2013, with the following addition:

4. **AND THAT a public meeting be held in conjunction with the capital improvements, specifically lighting and pavement.**

The following comments should also be noted, as they address the recommendations above:

1. York Region has been provided with a copy of the Town's preferred route (Option 2) and is in agreement with the route. A copy of the map showing Option 2 can be found in Attachment 1.
2. Town staff has been communicating with York Region staff regarding their proposed forcemain. York Region is agreeing to conduct the works by open trenching in the area of Cane Parkway. The forcemain construction is tentatively scheduled in two (2) years' time. York Region's design is in its early stages and therefore, a cost sharing arrangement can only be considered once the Region's works are at a sufficient design stage.
3. An application was made to York Region under its "Pedestrian and Cycling Municipal Partnership Program" (PCMPP) and as a result, York Region will be providing \$166,667 for the project, as outlined in the "Budget Impact" section of this report. (NOTE: In addition to the York Region PCMPP program, an application was also made by Staff to the LSRCA's Landowner Environmental Assistance Program (LEAP) funding program. As a result of that application, an additional \$34,000 has been granted to the Town under the LSRCA's LEAP program.)
4. A public meeting was held on February 13, 2014, as required by Council.

An original budget and project estimates for this project were done in 2012. At that time, the work was lesser in scope and nature, and staff estimated the works at \$360,000. Only two (2) elements were considered in the project scope of work at the time:

- Excavation and Paving the Trail, at \$225,000, and
- High Pressure Sodium Lighting of the Trail, at \$135,000

Since 2012, new technical standards were adopted by the Town. Furthermore, an increased scope of work was necessary to meet certain new requirements that were not necessary in 2012. The following list describes the additional items and altered scope of work required to be able to undertake the project in 2015:

- Bio-swales, as recommended by the Lake Simcoe Region Conservation Authority (LSRCA). Bio-swales are “Low-Impact Development” (LID) landscape elements that are designed to remove silt and pollutants from surface water runoff. Such LID elements support the Town of Newmarket’s goal to lead the way in environmental initiatives aimed at climate change and are an essential component of the Lake Simcoe protection initiative;
- New bridge over the Fairy Lake tributary at William and Andrew Street (including removal of existing culverts);
- Amour Stone retaining wall and River Stone (to support the lake bank at the narrows along Andrew Street which will allow for the required 5m wide platform forming the base of the 3m wide trail);
- Sculptural element at the Water Street entrance to promote the Town’s Heritage, as this was the location where Newmarket was founded when the Grist Mill was constructed in 1801;
- New specification adopted by the Town that now requires LED Lighting;
- Additional new lighting required between the existing bridge over the Holland River and the start of the proposed trail at Lorne Avenue (approx. 140 metres);
- Permeable pavement around existing trees at Water Street (required to improve tree longevity);
- Radial trenching to improve water distribution to the tree root system;
- Miscellaneous items such as benches, bike rack, and ‘P’ gates;
- Additional tree plantings, as required by the LSRCA;
- Consulting fees for design and contract administration.

In addition to the above, it should also be noted that material costs have risen since the original budget was calculated in 2012. Such has been the case with:

- Asphalt
- Lighting – wiring, luminaires, pedestals, poles, etc.
- Concrete for site furniture pads and curbing

The Bid call was advertised on Biddingo and our Bid Opportunity Website. The Bid closed on Thursday November 6th, 2014, 3:00 pm. Eight (8) Bids were received by the Corporate Services – Procurement Services Department. The bids are summarized in the table below.

Name of Bidder	Official Bid Amount
Midome Construction Services Ltd	\$ 1,195,000.00
Camino Construction Inc	\$ 779,107.00
Mopal Construction Limited	\$ 707,123.00
Garden Grove Landscaping Inc.	\$ 694,352.25
Cambium Site Contracting Inc	\$ 667,320.55
Latitude 67 Ltd	\$ 663,123.00
Rutherford Contracting Ltd.	\$ 661,256.17
Hawkins Contracting Services Limited	\$ 644,492.65

Copies of all eight (8) responsive Bids were sent to the designated department and to the Town's Engineering Consultant for review.

The Engineering and Procurement Departments are confident that the recommended Contractor has the experience, capability and equipment to successfully complete this project and that the contract prices are fair and reasonable.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

Well Respected - Strive to be respected and valued for our exceptional customer service, quality of life, judgment and innovative programs and services while striving to preserve our heritage and environment.

CONSULTATION

The Tom Taylor Trail West side of Fairy Lake - Lake to Lake Route involved a great deal of consultation. There was consultation with residents at a Public Information Centre and additional consultation with internal departments and external groups, including Procurement, Public Works, Finance, the Town's Arborist, Heritage Newmarket Advisory Committee, the Historical Society, York Region and the Lake Simcoe Region Conservation Authority. The Town's Treasurer was consulted to advise on the appropriate source of budget in the preparation of this report.

HUMAN RESOURCE CONSIDERATIONS

Staffing levels are not immediately impacted by the recommendations in this report; however a projected budget impact follows.

BUDGET IMPACT

Operating Budget:

If council directs staff to maintain this section of trail in the winter months, plowing and salting are estimated to cost \$1500 to \$2000. Cost of lighting the trail year round is estimated at less than \$1,000.

Capital Budget:

The revised cost estimate for this project is now **\$909,000**. This includes the \$644,493 for the tender as well as \$264,507 for contingencies, engineering fees, contract administration and taxes.

Based on this estimate, additional budget is being requested in the amount of **\$382,333** to allow the Town to proceed with the award of the subject contract. The various sources of funding are shown in the table below:

2013 Capital Budget (Voluntary Trail Contribution)	\$ 360,000	
2014 Capital Budget (Pedestrian & Cycling Municipal Partnership Program (York Region))	<u>\$ 166,667</u>	
TOTAL APPROVED BUDGET/FUNDING		\$ 526,667
Landowner Environmental Assistance Program (LSRCA) Grant	\$ 34,000	
General Capital Reserve	<u>\$ 348,333</u>	
TOTAL ADDITIONAL BUDGET REQUESTED		<u>\$ 382,333</u>
TOTAL REVISED COST ESTIMATE		<u>\$ 909,000</u>

The Town applied to York Region for funding under its Pedestrian & Cycling Municipal Partnership Program (PCMPP) for this project. As part of the 2014 Budget process, the Region will be allocating **\$166,667** in funding to the Town's project.

During 2014 staff also took the initiative to apply for funding through LSRCA's Landowner Environmental Assistance Program (LEAP). LSRCA has awarded the Town **\$34,000** under the LEAP program, as a result of including Bio-swales and converting the existing culvert into a pedestrian bridge over the Fairy Lake tributary at William and Andrew Street. As a result of receiving this grant, staff requests that Council authorize the use of these funds as intended for this project.

Additional budget in the amount of **\$382,333** is required to proceed with the award of the tender. The Treasurer has recommended that **\$34,000** for the LEAP Grant be allocated to this project and that **\$348,333** be made available from the General Capital Reserves.

CONTACT

For more information on this report, please contact: Rachel Prudhomme, M.Sc., P.Eng., Director, Engineering Services at ext. 2501 or via email to rprudhomme@newmarket.ca

Prepared by:



Gord MacMillan, P.Eng., PMP
Acting Manager, Capital Projects



Gord Sears, CPPO, CPPB
Manager, Procurement Services



Rachel Prudhomme, M.Sc., P.Eng
Director, Engineering Services



Anita Moore
Commissioner, Corporate Services



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



Bob Shelton, P.Eng.
Chief Administrative Officer

Attachment 1



DEVELOPMENT & INFRASTRUCTURE SERVICES – ENGINEERING SERVICES
TOWN OF NEWMARKET
395 Mulock Drive
P.O. Box 328
Newmarket, ON L3Y 4X7
www.newmarket.ca
info@newmarket.ca
905.895.5193

January 23, 2013

DEVELOPMENT & INFRASTRUCTURE SERVICES REPORT ENGINEERING SERVICES 2013 - 05

TO: Committee of the Whole

SUBJECT: Proposed Lake to Lake Cycling Route and Walking Trail
Trail Route Options Assessment – Fairy Lake

ORIGIN: Director, Engineering Services

RECOMMENDATION

THAT the Development & Infrastructure Services Commission – Engineering Services Report 2013 - 05 dated January 23, 2013, be received and the following recommendations be adopted:

- 1. THAT York Region be provided with a copy of the report recommending Option #2 - Modified as the Town's preferred route option;**
- 2. AND THAT Town staff coordinate with Region staff, the proposed improvements to the York Durham Sanitary Sewer Forcemain alignment and the proposed Lake to Lake Cycling and Walking Trail, as part of the proposed improvements to Cane Parkway and, enter into cost sharing arrangements with the Region of York for the Cane Parkway works.**
- 3. AND THAT Town staff be directed to apply for funding under the Region of York's "Pedestrian and Cycling Municipal Partnership Program" and further review the results of the application with Town Council prior to proceeding with the trail improvements on the west side of Fairy Lake.**

BACKGROUND

The Region of York introduced their proposal for a "Lake to Lake Cycling and Walking Trail" (Trail) to the Town with the objective of creating a "key tourist and recreational destination for family and recreational users connecting Lake Simcoe and Lake Ontario."

Town and Region staff met in July 2012 to review and discuss the Region's proposed Trail through the area of Fairy Lake following the Tom Taylor Trail alignment. Town staff, in discussion with the Region, focused their comments on the Tom Taylor Trail between Mulock Drive and Timothy Street, as outlined in this report.

The Town's concerns were outlined to the Region which included the possibility that the proposed Trail may attract competitive cyclists/cycling groups to the Tom Taylor Trail which is intended for recreational and family use, as oppose to high speed competitive cycling. Concerns were also expressed with respect to the number of special events occurring along the Tom Taylor Trail in Fairy Lake Park, resulting in the Tom Taylor Trail being closed during these special events.

The Region reviewed the concerns outlined by the Town and confirmed that "Cycling clubs do not typically use these type of recreational trails as they prefer to use on-road high speed routes where they will not be in conflict with pedestrians." As such, the Region anticipates that the Trail will primarily be used by local residents and families for recreational use. The Region, as part of their review of Town concerns, also considered four (4) possible options to re-route the Trail to avoid the key area within Fairy Lake Park where special events occur.

The proposed Trail south of Mulock Drive and north of Timothy Street would be a continuation of the Tom Taylor Trail with a crossing at Water Street at the proposed signalized intersection at Doug Duncan Drive (approval pending). The following are four (4) options as provided by the Region focusing on the area between Mulock Drive and Timothy Street and the Town's comments with respect to each option proposal. Please refer to the attached map showing the options:

OPTION #1

Region Proposal:

Travel south from Water Street along Tom Taylor Trail on the east side of Fairy Lake.

Town Comments:

The Tom Taylor Trail through this area is closed occasionally during special events and is near capacity (pedestrian/user volume) during peak periods. As such, Town staff does not recommend Option #1.

OPTION #2

Region Proposal (Region's preferred option):

This proposal would see the Trail constructed south from Water Street along the west side of Fairy Lake to approximately Cane Parkway. At this point the Trail would be constructed on the west edge of the playground area parallel to Cane Parkway, connecting back to the Tom Taylor Trail south of the playground area.

Town Comments;

This option is recommended by staff with modifications as follows (**referred to as Option#2 – Modified**):

Construct Trail along the west side of Fairy Lake from Water Street southerly to Cane Parkway. At this point continue with the Trail alignment within the Cane Parkway road

allowance between the playground area and parking lot on the east side. The Region are proposing to construct a second sanitary sewer forcemain adjacent to the existing York Durham Sanitary Sewer (YDSS) under a separate capital project. Construction of this section of Trail would be coordinated and carried out in conjunction with the Region's YDSS modifications and the Town's proposed reconstruction of Cane Parkway. Coordination of these noted projects would minimize impact to the Tom Taylor Trail as well as reducing construction costs and disruption in the local area. There would also be the need for the Town and Region to review and confirm cost sharing arrangements for the proposed Cane Parkway works.

With respect to constructing the Trail along the west side of Fairy Lake between Water Street and Cane Parkway, the Town's approved 2013 Capital Budget has identified trail improvement works at this location to be completed in 2013. Staff is recommending that the Town apply for funding under the Region of York's "Pedestrian and Cycling Municipal Partnership Program" and further review the results of the application with Town Council before proceeding with the proposed trail improvement works.

Therefore, staff recommends that **Option #2 – Modified**, be reviewed with Region staff to coordinate the noted proposed capital works and cost sharing arrangements.

OPTIONS #3 & #4

Region Proposals:

These 2 proposals include the Trail along Water/Eagle Street, William St. Andrew St. and Lorne Ave., and Cane Parkway (Option #4), eventually connecting to the Tom Taylor Trail north the existing parking lot on the east side of Cane Parkway.

Town Comments:

Staff does not recommend these two options, as these proposed alignments may create traffic safety issues (narrow road allowances, bus route, fire route traffic volume, etc.) and possible impact on local residential streets (parking restrictions). As well, both Andrew Street and William Street are scheduled for reconstruction in 2013 and the current approved design does not provide for a cycling or walking trail.

PUBLIC CONSULTATION

No public consultation was undertaken for the preparation of this report. Input and comments were received from Community Services and our Planning Department.

BUSINESS PLAN AND STRATEGIC PLAN LINKAGES

Well Respected.

Strive to be respected and valued for our exceptional customer service, quality of life, judgment and innovative programs and services while striving to preserve our heritage and environment.

ES 2013 – 05
Proposed Lake to Lake Cycling Route and Walking Trail
Trail Route Options Assessment – Fairy Lake
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HUMAN RESOURCE CONSIDERATIONS

No impact to current staffing levels.

BUDGET IMPACT

Operating Budget (Current and Future)

There is no impact to the Operating Budget at this time; however there may be incremental operating and maintenance costs subject to confirmation of the 'level of service' for the proposed Trail. These incremental costs will be identified and reported in the future.


Capital Budget

There will be an impact to future Capital Budget to carry out proposed Town related works. These capital costs will be confirmed in the future, subject to cost sharing arrangements with the Region of York.

CONTACT

For more information on this report, please contact Rick Bingham at 905-895-5193 extension 2505; rbingham@newmarket.ca.

Prepared by:


Rick Bingham, C.E.T.,
Manager, Engineering and Technical Services


Jim G. Koutroubis, B.Eng., P.Eng.
Director, Engineering Services


for Rob Prentice,
Commissioner, Development and Infrastructure Services

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