



Town of Newmarket Agenda Council

Date: Monday, May 6, 2019
Time: 7:00 PM
Location: Council Chambers
Municipal Offices
395 Mulock Drive
Newmarket, ON L3Y 4X7

Pages

1. Open Forum
2. Public Notices (if required)
3. Additions & Corrections to the Agenda
4. Declarations of Pecuniary Interest
5. Presentations & Recognitions
6. Deputations
 - 6.1 Relay for Life 1

Note: Leslie Yeates will be in attendance to provide a deputation on this matter.

 1. That the deputation provided by Leslie Yeates regarding Relay for Life be received.
7. Approval of Minutes
 - 7.1 Council Meeting Minutes of April 15, 2019 5
 1. That the Council Meeting Minutes of April 15, 2019 be approved.
8. Reports by Regional Representatives
9. Reports of Committees and Staff

9.1 Council Workshop Meeting Minutes of April 29, 2019

Note: This Workshop dealt with York Region YDSS Forcemain Twinning Project.

1. That the Council Workshop meeting Minutes of April 29, 2019 be received.

9.2 Committee of the Whole Meeting Minutes of April 29, 2019 21

1. That the Committee of the Whole Meeting Minutes of April 29, 2019 be received and the recommendations noted within be adopted.

9.2.1 Presentation - Economic Development Update 37

1. That the presentation regarding the Economic Development Update be received.

9.2.2 Presentation - 2018-2022 Council Strategic Priorities 77

1. That the presentation regarding the 2018-2022 Council Strategic Priorities be received.

9.2.3 Deputation - Interim Control By-law - 624 Srigley Street 93

1. That the deputation by Kelley Scott and Jordan Driediger regarding the Interim Control By-law be received and referred to staff and/or to the Interim Control By-law exemption process.

9.2.4 Deputation - Interim Control By-law - 316 Darlington Crescent 105

1. That the deputation by Ian Hypolite regarding the Interim Control By-law be received and referred to staff and/or to the Interim Control By-law exemption process.

9.2.5 Deputation - Interim Control By-law - 84 Howard Road 107

1. That the deputation by Andrea Skinner regarding the Interim Control By-law be received and referred to staff and/or to the Interim Control By-law exemption process.

9.2.6 Deputation - Potential Redevelopment – 693 & 713 Davis 109

Drive and 35 Patterson Street (Hollingsworth Arena Site)

1. That the deputation regarding the Potential Redevelopment of 693 & 713 Davis Drive and 35 Patterson Street (Hollingsworth Arena) be received.

9.2.7 Potential Redevelopment – 693 & 713 Davis Drive and 35 Patterson Street (Hollingsworth Arena Site) 111

1. That the report entitled “Potential Redevelopment - 693 & 713 Davis Drive and 35 Patterson Street (Hollingsworth Arena Site)”, dated April 29, 2019 be deferred to the May 21, 2019 Committee of the Whole meeting; and,
2. That residents in the area be notified that the matter will be considered at the May 21, 2019 Committee of the Whole meeting; and,
3. That the Correspondence Regarding Hollingsworth Arena from Wendy Cassells be received; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution

9.2.8 2018-2022 Council Strategic Priorities 131

1. That the attached Vision, Strategic Pillars and Strategic Priorities contained within the Final Report from MDB Insight be adopted with the following amendments:
 - a. That point ii of Economic Leadership and Job Creation be amended to read "Increase downtown parking availability through additional spaces and by leveraging Smart City solutions and other innovative options"; and,
 - b. That point v of Vibrancy on Yonge, Davis and Mulock be amended to read "Consider development incentives to provide a range of housing and employment options that meet the needs of current and future residents, including the pursuit of CIP to incent corridor

development"; and,

2. That Staff report back to Council with respect to a fulsome, ongoing communications plan and an overall performance measurement approach intended to track and present progress.

9.2.9 Committee Structure Review

149

1. That the report entitled Committee Structure Review dated April 29, 2019 be received; and,
2. That Council approve revised Terms of Reference for the following Committees:
 - a. Accessibility Advisory Committee
 - b. Appeal Committee
 - c. Audit Committee
 - d. Committee of Adjustment
 - e. Elman W. Campbell Museum Board
 - f. Heritage Newmarket Advisory Committee
 - g. Newmarket Economic Development Advisory Committee
 - h. Property Standards Committee; and,
3. That Council approve the revised Committee Administration Policy and Committee Public Appointment Policy; and,
4. That Council dissolve the Newmarket Downtown Development Committee and direct staff to prepare a staff-led process for the evaluation and approval of Community Improvement Plan grant applications; and,
5. That Council dissolve the Newmarket Environmental Advisory Committee and direct staff to continue community wide engagement on Environmental projects; and,
6. That Council adopt amendments to the Code Of Conduct for Members of Council, Local Boards and Adjudicative Boards to remove the Newmarket Environmental Advisory Committee

and the Newmarket Downtown Development Committee; and,

7. That Staff report back to Council within sixty days with community engagement options and considerations related to youth, diversity and inclusivity, and the environment; and,
8. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

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| 9.2.10 | 2020 Budget Process and Target | 207 |
| | <ol style="list-style-type: none"> 1. That the report entitled 2020 Budget Process and Target, dated April 29, 2019, be received; and, 2. That the proposed budget schedule with a target budget adoption date of December 2, 2019 be approved; and, 3. That endorsement be given to staff to proceed with preparation of the 2020 budgets employing the structure and targets as set out in this report with a tax levy increase of less than 3%; and, 4. That the form and timing of budget submissions for all entities accountable to Council be subject to the process outlined in this report; and, 5. That the proposed community engagement plan for the budget be adopted; and, 6. That the Treasurer be authorized and directed to do all things necessary to give effect to these recommendations | |
| 9.2.11 | Update on the Clock Tower Settlement | 233 |
| | <ol style="list-style-type: none"> 1. That the report entitled Update on the Clock Tower Settlement dated April 29, 2019 be received for information. | |
| 9.2.12 | 2019 User Fees and Charges – Tree Maintenance Fee For New Trees on Town-Owned Land at Development Sites | 243 |
| | <ol style="list-style-type: none"> 1. That the report entitled “2019 User Fees and Charges – Tree Maintenance Fee for New Trees on Town-Owned Land at Development Sites”, dated April 29, 2019, be received; and, | |

2. That Schedule “E”, of the Town of Newmarket 2019 User Fees for Engineering Services be amended, approved and adopted through by-law, to include a Tree Maintenance Fee of \$85 (plus HST) per tree, to be reviewed annually and adjusted accordingly; and,
3. That the Tree Maintenance Fee come into effect on May 1, 2019; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

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| 9.2.13 | Site Specific Exemptions to Interim Control By-Law 2019-04 | 247 |
| | <ol style="list-style-type: none"> 1. That the report entitled Site Specific Exemption to Interim Control By-law 2019-04 dated April 29, 2019 be received; and, 2. That Council approve the process for exemption from Interim Control By-law 2019-04, as outlined in this report. | |
| 9.2.14 | Site Specific Exemption to Interim Control By-law 2019-04 for 578 Lydia Street | 251 |
| | <ol style="list-style-type: none"> 1. That the report entitled Site Specific Exemption to Interim Control By-law 2019-04 for 578 Lydia Street dated April 29, 2019 be received; and, 2. That 578 Lydia Street be removed from the Municipal Register of Non-Designated Heritage Properties and photo documentation of 578 Lydia Street be submitted to the Town; and, 3. That Council approve the requested site specific exemption to Interim Control by-law 2019-04 for 578 Lydia Street and that staff be directed to bring forward the necessary exemption by-law. | |
| 9.2.15 | Newmarket Downtown Development Committee Meeting Minutes of October 26, 2018 | 263 |
| | <ol style="list-style-type: none"> 1. That the Newmarket Downtown Development Committee Meeting Minutes of October 26, 2018 be received. | |

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| 9.2.16 | Main Street District Business Improvement Area Board of Management Meeting Minutes of March 20, 2019 | 269 |
| | 1. That the Main Street District Business Improvement Area Board of Management Meeting Minutes of March 20, 2019 be received. | |
| 9.2.17 | Outstanding Matters List | 275 |
| | 1. That the list of outstanding matters be received. | |
| 9.2.18 | Correspondence Regarding Hollingsworth Arena | 287 |
| | 1. That the Correspondence regarding Hollingsworth Arena from Wendy Cassells be received. | |
| 9.2.19 | New Business - Ontario Board of Directors for the Ontario Small Urban Caucus (OSUM) | |
| | Whereas Councillor Bob Kwapis is a member of the Ontario Board of Directors for the Ontario Small Urban Municipalities (OSUM) for the 2018 to 2020 term; and, | |
| | Whereas the previous term of Council approved up to \$4,000 to cover the associated costs of serving on this Board for 2018; | |
| | Therefore be it resolved by the Municipal Council of the Corporation of the Town of Newmarket: | |
| | 1. That an annual budget of \$4,000 be approved for the 2019 year and for the 2020 year to cover the associated costs of Councillor Kwapis serving on the OSUM Board of Directors. | |
| 9.2.20 | Public Planning - Official Plan Amendment - Regional Community Improvement Plans | 289 |
| | 1. That the presentation regarding the Official Plan Amendment - Regional Community Improvement Plans be received. | |
| 9.2.21 | Public Planning - Official Plan Amendment and Zoning By-law Amendment - 1015-1029 Davis Drive | |
| | 1. That all presentations, deputations and correspondence relating to the Public Planning Session - Official Plan Amendment and Zoning | |

By-law Amendment - 1015-1029 Davis Drive be received.

9.3 Committee of the Whole Meeting (Closed Session) Minutes of April 29, 2019

1. That the Committee of the Whole Meeting (Closed Session) Minutes of April 29, 2019 be approved.

10. By-laws

301

2019-25 A By-law to grant a Site Specific Exemption for 578 Lydia Street, Newmarket, from Interim Control By-law 2019-04.

2015-26 A By-law to Amend Fees and Charges for Services or Activities Provided by the Town Of Newmarket (Engineering Department - General Fees).

2019-27 A By-law to amend the Restricted Area (zoning) By-law (Marianneville Developments Limited).

2019-28 A By-law to Amend the Code Of Conduct for Members of Council, Local Boards and Adjudicative Boards.

1. That By-laws 2019-25, 2019-26, 2019-27 and 2019-28 be enacted.

11. Notices of Motions

12. Motions

13. Announcements & Community Events

14. New Business

15. Closed Session (if required)

16. Confirmatory By-law

309

2019-29 A By-law to Confirm the Proceedings of the May 6, 2019 Council meeting.

1. That By-law 2019-29 be enacted.

17. Adjournment

Deputation and Further Notice Request Form

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

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

| | |
|---|---|
| Name: Leslie Yeates (alternate Karen Beaulieu) | |
| Organization / Group/ Business represented: Canadian Cancer Society - Relay for Life | |
| Address: 400 Ontario Street | Postal Code: [REDACTED] |
| Daytime Phone No: [REDACTED] | Home Phone: [REDACTED] |
| Email: [REDACTED] | Date of Meeting: |
| Is this an item on the Agenda? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Agenda Item No: |
| <input type="checkbox"/> I request future notification of meetings | <input checked="" type="checkbox"/> I wish to address Council / Committee |
| Describe in detail the reason for the deputation and what action you will be asking Council/Committee to take (if applicable): The Relay for Life Committee would like to provide Council with information about the Relay for Life event hosted at Pickering College on June 21 2019. The Committee is requesting that councilors promote, participate in and support this important community event. | |
| Do you wish to provide a written or electronic communication or background information <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please submit all materials at least 5 days before the meeting. | |

Deputation Guidelines:

- Deputations related to items on the agenda can be accommodated up to and including the meeting day;
- Deputations related to items not on the agenda may be scheduled within sixty (60) days of receipt of this form;
- Deputations will not be heard on a matter decided upon by Council until ninety (90) days have passed from the date of the matter's disposition by Council;
- Deputations are limited to 5 minutes.

Be advised that all Council and Committee of the Whole meetings are audio-video recorded and live streamed online. If you make a presentation to Council or Committee of the Whole, your presentation becomes part of the public record and you will be listed as a presenter in the minutes of the meeting. We post our minutes online, so the listing of your name in connection with the agenda item may be indexed by search engines like Google.

Personal information on this form will be used for the purposes of sending correspondence relating to matters before Council. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a record that is available to the general public in a hard copy format and on the internet in an electronic format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended. Questions about this collection should be directed to the Director of Legislative Services/Town Clerk, Town of Newmarket, 395 Mulock Drive, P.O. Box 328, STN Main, Newmarket, ON L3Y 4X7; Telephone 905 895-5193 Ext. 2211 Fax 905-953-5100

Relay for Life – Community is Bigger than Cancer

Why we Fight Cancer?

Prevalence



Nearly **1 in 2 Canadians**
will be diagnosed with cancer



cancer.ca/status
© Canadian Cancer Society 2017

Progress



5-year
cancer survival rate



June 21, 2019 at Pickering College, Newmarket 6pm to midnight

This is the **16th** year for our community fundraising event.

At Relay For Life, no one faces cancer alone. We rally around our friends, families, neighbours and colleagues affected by cancer. Together, we can help those we love go from having cancer to living life with it.

The walk begins with a Survivors' Victory Lap through which cancer survivors are cheered on by all participants in an emotional wave of celebration and support. Team members take turns walking throughout the evening to symbolize the ongoing fight against cancer.

At 10pm luminary candles are placed in hundreds of bags emblazoned with messages or names of loved ones. These tributes provide light and inspiration to participants.

Donor Impact in 2018 for our local community

- 5863 trips to cancer treatment appointments for 181 clients in York Region
- 86 volunteer drivers who drove 321,570km. The total cost for this local program is \$93,255.
- Support for 15 clinical trials being conducted at our own Southlake Regional Health Centre

Community is Bigger than cancer!



Town of Newmarket

Minutes

Council

Date: Monday, April 15, 2019
 Time: 7:00 PM
 Location: Council Chambers
 Municipal Offices
 395 Mulock Drive
 Newmarket, ON L3Y 4X7

Members Present: Mayor Taylor
 Deputy Mayor & Regional Councillor Vegh
 Councillor Simon
 Councillor Woodhouse
 Councillor Morrison
 Councillor Kwapis
 Councillor Broome
 Councillor Bisanz

Members Absent: Councillor Twinney

Staff Present: J. Sharma, Chief Administrative Officer
 I. McDougall, Commissioner of Community Services
 R. Prudhomme, Acting Commissioner of Development & Infrastructure Services
 K. Reynar, Acting Commissioner of Corporate Services
 L. Lyons, Director of Legislative Services/Town Clerk
 J. Grossi, Legislative Coordinator

The meeting was called to order at 7:00 PM.
 Mayor Taylor in the Chair.

1. **Open Forum**

(1) Ms. Sonya Reiter addressed Council during Open Forum regarding the Old Main Street Tertiary Plan and thanked Staff for their dedicated work on the project.

2. Public Notices

None.

3. Additions & Corrections to the Agenda

The Chief Administrative Officer advised of the following correction to the agenda:

- Corrected versions of By-laws 2019-20 and 2019-21 were distributed

Moved by: Councillor Woodhouse

Seconded by: Councillor Broome

1. That the corrections to the agenda be approved.

In Favour (8): Mayor Taylor, Deputy Mayor & Regional Councillor Vegh, Councillor Simon, Councillor Woodhouse, Councillor Morrison, Councillor Kwapis, Councillor Broome, and Councillor Bisanz

Carried (8 to 0)

4. Declarations of Pecuniary Interest

None.

5. Presentations & Recognitions

None.

5.1 Smart Commute Central York - 2018 Annual Year in Review

Pat Lusink, Program Manager, Smart Commute Central York and Tracy Walter, President/CEO, Newmarket Chamber of Commerce provided a presentation regarding the Smart Commute Central York 2018 Annual Year in Review. The presentation outlined the results from the Smart Commute Central York Travel survey, Smart Commute awards and project results.

5.2 2019 High School Art Contest Award Recipients

The Gallery Coordinator and Curator along with Members of Council presented the 2019 High School Art Contest Awards. Mayor Taylor congratulated the award recipients and thanked the Gallery Coordinator and Curator for her dedication and efforts.

Moved by: Councillor Kwapis

Seconded by: Councillor Bisanz

1. That the presentations regarding the Smart Commute Central York 2018 Annual Year in Review and the 2019 High School Art Contest Award Recipients be received.

In Favour (8): Mayor Taylor, Deputy Mayor & Regional Councillor Vegh, Councillor Simon, Councillor Woodhouse, Councillor Morrison, Councillor Kwapis, Councillor Broome, and Councillor Bisanz

Carried (8 to 0)

6. Deputations

None.

7. Approval of Minutes

7.1 Council Meeting Minutes of March 25, 2019

Moved by: Councillor Simon

Seconded by: Councillor Broome

1. That the Council Meeting Minutes of March 25, 2019 be approved.

In Favour (8): Mayor Taylor, Deputy Mayor & Regional Councillor Vegh, Councillor Simon, Councillor Woodhouse, Councillor Morrison, Councillor Kwapis, Councillor Broome, and Councillor Bisanz

Carried (8 to 0)

7.2 Council Meeting (Closed Session) Minutes of March 25, 2019

Moved by: Councillor Woodhouse

Seconded by: Deputy Mayor & Regional
Councillor Vegh

1. That the Council Meeting (Closed Session) Minutes of March 25, 2019 be approved.

In Favour (8): Mayor Taylor, Deputy Mayor & Regional Councillor Vegh, Councillor Simon, Councillor Woodhouse, Councillor Morrison, Councillor Kwapis, Councillor Broome, and Councillor Bisanz

Carried (8 to 0)

8. Reports by Regional Representatives

(1) Deputy Mayor & Regional Councillor Vegh advised that the Management Plan for the York Regional Forest 2019 - 2038 "It's in Our Nature" was presented at Committee of the Whole. The three goals presented were Strengthen Ecological Integrity, Foster an Understanding of the Broader Benefits and Inspire People.

(2) Mayor Taylor advised that the second Regional Governance Task Force meeting is on Thursday April 18, 2019. Following this meeting, it is expected that a report will be sent to the Province for feedback

(3) Mayor Taylor advised that the School Bus Stop Arm Camera initiative was on the April 4, 2019 Committee of the Whole agenda and a report will come back from York Region Staff regarding this item.

(4) Mayor Taylor advised that a Planning for Intensification Background Report was on the April 4, 2019 Committee of the Whole agenda. It covers the Major Transit Station Areas (MTSA) for York Region.

(5) Mayor Taylor advised that the property on the north east corner of Main Street and Davis Drive, known as the Union Hotel, has been sold for office use. It is expected that a heritage restoration will occur as there are heritage conditions tied to the property.

9. Reports of Committees and Staff

9.1 Council Workshop Meeting Minutes of March 25, 2019

9.2 Council Workshop Meeting Minutes of March 26, 2019

9.3 Council Workshop Meeting Minutes of April 2, 2019

Moved by: Councillor Woodhouse

Seconded by: Councillor Bisanz

1. That the Council Workshop meeting Minutes of March 25, 2019, March 26, 2019 and April 2, 2019 be received.

In Favour (8): Mayor Taylor, Deputy Mayor & Regional Councillor Vegh, Councillor Simon, Councillor Woodhouse, Councillor Morrison, Councillor Kwapis, Councillor Broome, and Councillor Bisanz

Carried (8 to 0)

9.4 Committee of the Whole Meeting Minutes of April 8, 2019

Moved by: Councillor Simon

Seconded by: Councillor Broome

1. That the Committee of the Whole Meeting Minutes of April 8, 2019 be received and the recommendations noted within be adopted with the exception of sub-items 9.4.18. See following sub-items 9.4.18 for motion and recorded vote.

In Favour (8): Mayor Taylor, Deputy Mayor & Regional Councillor Vegh, Councillor Simon, Councillor Woodhouse, Councillor Morrison, Councillor Kwapis, Councillor Broome, and Councillor Bisanz

Carried (8 to 0)

9.4.1 Presentation - Hollingsworth Arena and Future Ice Allocation Considerations

1. That the presentation regarding Hollingsworth Arena and Future Ice Allocation Considerations be received.

9.4.2 Presentation - Development Charges Information Session

1. That the presentation regarding the Development Charges Information Session be received.

9.4.3 Deputation - Old Bathurst Street

1. That the deputation provided by Gaetano Rossi regarding Old Bathurst Street be received and referred to Staff.

9.4.4 Deputation - Active Transportation Implementation Plan

1. That the deputation provided by David Kempton regarding the Active Transportation Implementation Plan be received.

9.4.5 Deputation - Lorne Avenue Traffic Review

1. That the deputation provided by Rex Taylor regarding the Lorne Avenue Traffic Review be received.

9.4.6 Deputation - Old Main Street Tertiary Plan Final Report

1. That the deputation provided by Robert Walters regarding the Old Main Street Tertiary Plan Final report be received.

9.4.7 Deputation - Old Main Street Tertiary Plan Final Report

1. That the deputation provided by Sonya Reiter regarding the Old Main Street Tertiary Plan Final Report be received.

9.4.8 Deputation - Old Main Street Tertiary Plan Final Report

1. That the deputation provided by Trudy Baker regarding the Old Main Street Tertiary Plan Final Report be received.

9.4.9 Deputation - Old Main Street Tertiary Plan Final Report

1. That the deputation provided by Matt Evans regarding the Old Main Street Tertiary Plan Final Report be received.

9.4.10 Deputation - Old Main Street Tertiary Plan Final Report

1. That the deputation provided by Sandra Pettifer regarding the Old Main Street Tertiary Plan Final Report be received.

9.4.11 Deputation - Old Main Street Tertiary Plan Final Report

1. That the deputation provided by Lloyd McKee regarding the Old Main Street Tertiary Plan Final Report be received.

9.4.12 Deputation - Old Main Street Tertiary Plan Final Report

1. That the presentation provided by Everett Baker regarding the Old Main Street Tertiary Plan Final Report be received.

9.4.13 Hollingsworth Arena and Future Ice Allocation Considerations

1. That the report entitled Hollingsworth Arena and Future Ice Allocation Considerations, dated April 8, 2019, be received; and,
2. That the Town of Newmarket decommission the Hollingsworth Arena after the 2019-2020 season, ending in April 2020; and,
3. That the Town of Newmarket operate with six ice pads and report back annually on the status of ice allocations, and ability to accommodate users; and,
4. That staff conduct programmatic changes as outlined in the report in order to accommodate user groups post closure of Hollingsworth Arena; and,
5. That construction of a new outdoor ice pad coincide with the final season of Hollingsworth Arena if at all possible; and,

6. That within six months staff bring back a report on any plans for public amenity use at this location; and,
7. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

9.4.14 Correspondence regarding Hollingsworth Arena

1. That the Correspondence regarding the Hollingsworth Arena from the Newmarket Jets Speed Skating Club be received for information.

9.4.15 Lorne Avenue Traffic Review

1. That the Speed Management Program continue to be deployed on Lorne Avenue (from Millard Avenue to Eagle Street) in 2019; and,
2. That this report, and the petition on which it was based, be considered in the design for the proposed 2020 reconstruction of Lorne Avenue; and,
3. That, once Council has heard and resolved the matter, the Clerk send a copy of the Council Resolution to the originators of the petition; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

9.4.16 Fence By-law and Division Fence By-law

1. That the report entitled Fence By-law and Division Fence By-law dated April 8, 2019 be received; and,
2. That Council repeal the Fence By-law 2000-63 as amended and Appointment of Cost of Division Fence By-law 1992- 91; and,
3. That Council adopt the proposed Fence By-law (Attachment A) and Cost of Division Fence By-law (Attachment B); and,
4. That the Fees and Charges By-law be amended to include the Fence fees (Attachment D); and,
5. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

9.4.17 2018 Preliminary Fourth Quarter Report - Budget Summary

1. That the report entitled 2018 Preliminary Fourth Quarter Report – Operating, Investment and Capital Budget Summary be received; and,
2. That the reserve transfers totaling \$404,000 be approved; and,
That the surplus for the library be transferred to a reserve for library capital needs: and,
That staff be directed to create a policy for the creation of the library capital needs reserve; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

9.4.18 Old Main Street Tertiary Plan Final Report

Moved by: Councillor Morrison

Seconded by: Councillor Simon

1. That the report entitled Old Main Street Tertiary Plan Final Report dated April 8, 2019 be received; and,
2. That Official Plan Amendment No 22 (Old Main Street Tertiary Plan), generally as attached to this report, be adopted; and,
3. That a Holding By-law be placed on the lands subject to the Tertiary Plan as described in this report; and,
4. That Engineering Services be authorized to include a budget request, for the 2020 budget, to hire a consultant to complete the Engineering Master Plan as proposed in the Old Main Street Tertiary Plan, which will consider drainage, water table levels, stormwater management, and road design, among other things; and,
5. That an implementing zoning by-law amendment based generally on the Draft Zoning By-law Directions for the Old Main Street Tertiary Plan be referred to a Public Meeting at a future date; and,
6. That following the Public Meeting, issues identified, and comments heard from the public, Committee, and those received through agency and departmental circulation of the proposed zoning by-law be addressed by staff in a

comprehensive report to the Committee of the Whole, if required; and,

7. That Staff be directed to amend the draft Official Plan Amendment so that Section 8.3.1 v. reads "An Amendment to this Plan shall not be required for adjustments to these boundaries if the adjustments are deemed advisable by Council, in consultation with the Lake Simcoe Region Conservation Authority"; and,
8. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

In Favour (8): Mayor Taylor, Deputy Mayor & Regional Councillor Vegh, Councillor Simon, Councillor Woodhouse, Councillor Morrison, Councillor Kwapis, Councillor Broome, and Councillor Bisanz

Carried (8 to 0)

9.4.19 2018-54 Information Report - Active Transportation Implementation Plan

1. That the Information Report entitled Active Transportation Implementation Plan, dated March 15, 2019, be received for information purposes; and,
2. That staff be directed to prepare a report on prioritizing cycling infrastructure on Mulock Drive to enhance the work of the Secondary Plan that is underway and to better connect the community to the Mulock Farm Park.

9.4.20 Main Street District Business Improvement Area Board of Management Meeting Minutes of February 19, 2019

1. That the Main Street District Business Improvement Area Board of Management Meeting Minutes of February 19, 2019 be received.

9.4.21 Outstanding Matters List

1. That the list of outstanding matters be received.

9.4.22 Letter Regarding Regional Government Review

1. That the letter by Mayor Taylor regarding Regional Government Review be received; and,

2. That Council endorse the letter and authorize the Mayor to send the letter on Council's behalf.

10. By-laws

Moved by: Deputy Mayor & Regional Councillor Vegh

Seconded by: Councillor Kwapis

1. That By-laws 2019-20, 2019-21, 2019-22 and 2019-23 be enacted.

In Favour (8): Mayor Taylor, Deputy Mayor & Regional Councillor Vegh, Councillor Simon, Councillor Woodhouse, Councillor Morrison, Councillor Kwapis, Councillor Broome, and Councillor Bisanz

Carried (8 to 0)

11. Notices of Motions

None.

12. Motions

None.

13. Announcements & Community Events

(1) Councillor Simon advised that Stonehaven Elementary School would hold an Artisan Show on Wednesday April 24, 2019 from 3:00 PM - 7:00 PM.

(2) Councillor Broome thanked residents, Staff and Members of Council who attended Coffee with Councillor Broome. Next Ward 6 Community Meeting will be held on August 21, 2019 with a community BBQ and moonlight movies.

(3) Councillor Broome advised residents of the 41st Annual Community Clean Up would take place from April 23, 2019 to May 4, 2019.

(4) Councillor Broome advised that a Park and Playground Improvement Public Information Centre (PIC) would take place on Wednesday April 24, 2019 from 6:00 PM - 8:00 PM in the Council Chambers.

(5) Councillor Broome advised of the Nature's emporium Run/Walk for Southlake on April 28, 2019 beginning at 8:15 AM.

(6) Councillor Broome advised that the 2nd Annual Lyme Awareness Walk would take place at Riverwalk Commons on Wednesday May 1, 2019 at 7:00 PM.

(7) Councillor Morrison invited residents to the first Ward 4 meeting on Wednesday May 8, 2019 from 7:00 PM - 9:00 PM at the Community Centre.

(8) Councillor Morrison advised that the Eggceptional Easter Fun event would be held at the Elman W. Campbell Museum on Saturday April 20, 2019 from 1:30 PM - 3:00 PM.

(9) Councillor Morrison advised that Hike For Hospice would take place on May 5, 2019 from 10:00 AM - 2:00 PM.

(10) Councillor Kwapis advised that Town of Newmarket would begin street sweeping on April 23, 2019, starting with Main Street and the east/west bike lanes.

(11) Councillor Woodhouse advised that a Park and Playground Improvement Public Information Centre (PIC) would take place on Wednesday April 24, 2019 from 6:00 PM - 8:00 PM in the Council Chambers.

(12) Councillor Woodhouse advised that the 41st Annual Community Clean Up would take place from April 23, 2019 to May 4, 2019 and the BBQ would take place at the Town Offices on May 4, 2019.

(13) Councillor Bisanz advised that St. Nicholas Catholic Elementary School would be celebrating their 25th Anniversary on Monday May 6, 2019 beginning with mass at 1:30 PM, refreshments at 2:30 PM, a gallery walk at 4:00 PM and a BBQ at 5:00 PM.

(14) Councillor Bisanz advised of a development led Public Information Centre regarding the proposed plans for the Glenway West application on Monday May 13, 2019 from 6:00 PM - 8:00 PM at the Ray Twinney Lounge 2.

(15) Mayor Taylor advised that he would be appearing on 105.9 The Region radio show regarding the Regional Review on Tuesday April 26, 2019.

(16) Mayor Taylor advised that Master Chef Canada would be airing tonight, Monday April 15, 2019 and was filmed at Madsen's Greenhouse in the Town of Newmarket.

14. New Business

14.1 Phoebe Gilman Public School Crossing Guard

Councillor Bisanz advised that the Parent Council from Phoebe Gilman Public School have asked for the consideration of a Crossing Guard at the intersection of Woodspring Avenue and Aspenwood Drive.

14.2 Association of Municipalities Ontario (AMO) Conference Call

Councillor Kwapis advised that following the Provincial budget announcement he took part in a conference call as a Director of AMO. He highlighted the Municipal Property Assessment Corporation (MPAC) options that were released with this budget.

15. Closed Session

Mayor Taylor advised that there was no requirement for a Closed Session.

16. Confirmatory By-law

Moved by: Councillor Broome

Seconded by: Councillor Morrison

1. That By-law 2019-24 be enacted.

Carried

17. Adjournment

Moved by: Councillor Woodhouse

Seconded by: Councillor Kwapis

1. That the meeting be adjourned at 8:01 PM.

Carried

John Taylor, Mayor

Lisa Lyons, Town Clerk



Town of Newmarket

Minutes

Council Workshop

Date: Monday, April 29, 2019
 Time: 9:00 AM
 Location: Council Chambers
 Municipal Offices
 395 Mulock Drive
 Newmarket, ON L3Y 4X7

Members Present: Mayor Taylor (9:02 AM - 10:34 AM & 10:36 AM - 11:05 AM)
 Deputy Mayor & Regional Councillor Vegh (9:41 AM - 11:05 AM)
 Councillor Simon (9:03 AM - 11:05 AM)
 Councillor Woodhouse (9:03 AM - 11:05 AM)
 Councillor Twinney (9:13 AM - 11:05 AM)
 Councillor Morrison
 Councillor Kwapis
 Councillor Broome
 Councillor Bisanz

Staff Present: J. Sharma, Chief Administrative Officer
 E. Armchuk, Commissioner of Corporate Services
 P. Noehammer, Commissioner of Development & Infrastructure Services
 I. McDougall, Commissioner of Community Services
 L. Lyons, Director of Legislative Services/Town Clerk
 J. Grossi, Legislative Coordinator

Guests: Mike Rabeau, Director, Capital Planning and Delivery,
 Environmental Services, York Region
 Jose Manalo, Project Manager, Capital Planning and Delivery,
 Environmental Services, York Region

For consideration by Council on May 6, 2019.

The meeting was called to order at 9:02 AM.

Mayor Taylor in the Chair.

Deputy Mayor & Regional Councillor Vegh in the Chair from 10:34 AM - 10:36 AM.

1. Notice

Mayor Taylor advised that in accordance with the Town's Procedure By-law, no decisions are to be made but rather this meeting was an opportunity for Council to have informal discussion regarding various matters.

2. Additions & Corrections to the Agenda

The Chief Administrative Officer advised that there were no additions and corrections.

3. Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

4. Items

4.1 York Region YDSS Forcemain Twinning Project

The Commissioner of Development and Infrastructure Services provided an introduction to the York Durham Sewage System Forcemain Twinning Project.

Mike Rabeau, Director, Capital Planning and Delivery, Environmental Services from York Region summarized the York Durham Sewage System Forcemain Twinning Project timeline and the next steps.

Jose Manalo, Project Manager, Capital Planning and Delivery, Environmental Services from York Region provided a presentation to Council regarding the York Durham Sewage System Forcemain Twinning Project. The presentation outlined the forcemain alignment and work areas, construction methods, and trucking routes.

Members of Council queried the presenters regarding work areas, construction vibration and trucking routes. Members of Council also provided feedback for the slides that will be shown at the Public Open Houses held by York Region.

5. Adjournment

Moved by: Councillor Woodhouse

Seconded by: Councillor Kwapis

1. That the meeting be adjourned at 11:05 AM.

Carried

John Taylor, Mayor

Lisa Lyons, Town Clerk



Town of Newmarket

Minutes

Committee of the Whole

Date: Monday, April 29, 2019
 Time: 12:30 PM
 Location: Council Chambers
 Municipal Offices
 395 Mulock Drive
 Newmarket, ON L3Y 4X7

Members Present: Mayor Taylor
 Deputy Mayor & Regional Councillor Vegh
 Councillor Simon
 Councillor Woodhouse
 Councillor Twinney
 Councillor Morrison
 Councillor Kwapis
 Councillor Broome
 Councillor Bisanz

Staff Present: J. Sharma, Chief Administrative Officer
 E. Armchuk, Commissioner of Corporate Services
 P. Noehammer, Commissioner of Development & Infrastructure Services
 I. McDougall, Commissioner of Community Services
 L. Lyons, Director of Legislative Services/Town Clerk
 K. Saini, Deputy Town Clerk
 C. Kallio, Economic Development Officer
 E. Bryan, Business Development Specialist
 M. Mayes, Director of Financial Services/Town Treasurer
 R. Nethery, Director of Planning & Building Services
 J. Unger, Assistant Director, Planning
 T. Horton, Planner
 P. Voorn, Associate Solicitor
 A. Walkom, Legislative Coordinator

For consideration by Council on May 6, 2019.

The meeting was called to order at 12:30 PM.

The Committee of the Whole recessed at 2:23 PM and reconvened at 2:38 PM.

The Committee of the Whole recessed at 3:51 PM and reconvened at 4:00 PM.

The Committee of the Whole recessed at 5:56 PM and reconvened at 7:00 PM.

Mayor Taylor in the Chair.

1. Additions & Corrections to the Agenda

The Commissioner of Community Services advised of the following additions to the agenda:

- Item 3.1: Economic Development Update
- Item 3.2: 2018-2022 Council Strategic Priorities
- Item 4.1: Deputation by Kelley Scott - Interim Control By-law - 624 Srigley Street
- Item 4.3: Deputation by Andrea Skinner - Interim Control By-law - 84 Howard Road
- Item 4.4: Deputation by Steve Rostron - Potential Redevelopment – 693 & 713 Davis Drive and 35 Patterson Street (Hollingsworth Arena Site)
- Item 5.3: Committee Structure Review
- Item 5.5: Update on the Clock Tower Settlement
- Item 5.12: Letter from Wendy Cassells regarding Hollingsworth Arena
- Item 12.2.1: Deputation request for the Public Hearing Matter from Elnaz Abotalebi

Moved by: Councillor Broome

Seconded by: Councillor Morrison

1. That the additions to the agenda be approved.

Carried

2. Declarations of Pecuniary Interest

None.

3. Presentations & Recognitions

The Commissioner of Development & Infrastructure Services congratulated Rick Nethery, Director of Planning & Building Services on his upcoming retirement and recognized his long career with the Town of Newmarket.

3.1 Economic Development Update

The Commissioner of Community Services provided an introduction to the presentation. The Economic Development Officer and the Business Development Specialist provided a presentation which outlined the economic development efforts which took place in 2018, the economic outlook for the Region and the major economic sectors in Newmarket.

Moved by: Councillor Morrison

Seconded by: Councillor Broome

1. That the presentation regarding the Economic Development Update be received.

Carried

3.2 2018-2022 Council Strategic Priorities

The Commissioner of Community Services provided an introduction to the presentation and an overview of the strategic priorities process which has been undertaken by Council and staff. The Director of Legislative Services/Town Clerk provided Council with the final six strategic pillars and associated priorities which had been identified through the strategic priorities process, as well as next steps.

Moved by: Councillor Kwapis

Seconded by: Deputy Mayor & Regional
Councillor Vegh

1. That the presentation regarding the 2018-2022 Council Strategic Priorities be received.

Carried

4. Deputations

4.1 Interim Control By-law - 624 Srigley Street

Kelley Scott and Jordan Driediger provided a deputation which outlined their plans to construct an addition on their home. They advised Council that the Interim Control By-law prevented the construction of the addition.

Moved by: Councillor Woodhouse

Seconded by: Councillor Kwapis

1. That the deputation by Kelley Scott and Jordan Driediger regarding the Interim Control By-law be received and referred to staff and/or to the Interim Control By-law exemption process.

Carried

4.2 Interim Control By-law - 316 Darlington Crescent

Ian Hypolite provided a deputation which outlined his family's plans to renovate their home. He advised Council that the Interim Control By-law prevented the construction of a second floor to the house.

Moved by: Councillor Morrison

Seconded by: Councillor Simon

1. That the deputation by Ian Hypolite regarding the Interim Control By-law be received and referred to staff and/or to the Interim Control By-law exemption process.

Carried

4.3 Interim Control By-law - 84 Howard Road

Andrea Skinner provided a deputation representing the owners of the property at 84 Howard Road. She advised Council that she was seeking clarification if the property was affected by the Interim Control By-law.

Moved by: Councillor Twinney

Seconded by: Councillor Broome

1. That the deputation by Andrea Skinner regarding the Interim Control By-law be received and referred to staff and/or to the Interim Control By-law exemption process.

Carried

4.4 Potential Redevelopment – 693 & 713 Davis Drive and 35 Patterson Street (Hollingsworth Arena Site)

Steve Rostron provided a deputation regarding the potential redevelopment of the Hollingsworth Arena site and the associated effects of the development on the surrounding neighbourhood.

Moved by: Councillor Twinney

Seconded by: Councillor Simon

1. That the deputation regarding the Potential Redevelopment of 693 & 713 Davis Drive and 35 Patterson Street (Hollingsworth Arena) be received.

Carried

5. Consent Items

Moved by: Councillor Broome

Seconded by: Councillor Morrison

1. That sub-items 5.6, 5.8, 5.9, 5.10, and 5.11 be adopted on consent. See following sub-items 5.1, 5.2, 5.3, 5.4, 5.5, 5.7, and 5.12 for motions.

Carried

5.1 Potential Redevelopment – 693 & 713 Davis Drive and 35 Patterson Street (Hollingsworth Arena Site)

An alternate motion was presented and is noted below in bold.

Moved by: Councillor Twinney

Seconded by: Councillor Broome

1. **That the report entitled "Potential Redevelopment - 693 & 713 Davis Drive and 35 Patterson Street (Hollingsworth Arena Site)", dated April 29, 2019 be deferred to the May 21, 2019 Committee of the Whole meeting; and,**
2. **That residents in the area be notified that the matter will be considered at the May 21, 2019 Committee of the Whole meeting; and,**
3. **That the Correspondence Regarding Hollingsworth Arena from Wendy Cassells be received; and,**
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution

Carried

5.2 2018-2022 Council Strategic Priorities

An alternate motion was presented and is noted below in bold.

Moved by: Deputy Mayor & Regional
Councillor Vegh

Seconded by: Councillor Woodhouse

1. **That the attached Vision, Strategic Pillars and Strategic Priorities contained within the Final Report from MDB Insight be adopted with the following amendments:**
 - a. **That point ii of Economic Leadership and Job Creation be amended to read "Increase downtown parking availability through additional spaces and by leveraging Smart City solutions and other innovative options"; and,**
 - b. **That point v of Vibrancy on Yonge, Davis and Mulock be amended to read "Consider development incentives to provide a range of housing and employment options that meet the needs of current and future residents, including the pursuit of CIP to incent corridor development"; and,**

2. That Staff report back to Council with respect to a fulsome, ongoing communications plan and an overall performance measurement approach intended to track and present progress.

Carried

5.3 Committee Structure Review

An alternate motion was presented and is noted below in bold.

Moved by: Councillor Simon

Seconded by: Councillor Twinney

1. That the report entitled Committee Structure Review dated April 29, 2019 be received; and,
2. That Council approve revised Terms of Reference for the following Committees:
 - a. Accessibility Advisory Committee
 - b. Appeal Committee
 - c. Audit Committee
 - d. Committee of Adjustment
 - e. Elman W. Campbell Museum Board
 - f. Heritage Newmarket Advisory Committee
 - g. Newmarket Economic Development Advisory Committee
 - h. Property Standards Committee; and,
3. That Council approve the revised Committee Administration Policy and Committee Public Appointment Policy; and,
4. That Council dissolve the Newmarket Downtown Development Committee and direct staff to prepare a staff-led process for the evaluation and approval of Community Improvement Plan grant applications; and,
5. That Council dissolve the Newmarket Environmental Advisory Committee and direct staff to continue community wide engagement on Environmental projects; and,

6. That Council adopt amendments to the Code Of Conduct for Members of Council, Local Boards and Adjudicative Boards to remove the Newmarket Environmental Advisory Committee and the Newmarket Downtown Development Committee; and,
7. **That Staff report back to Council within sixty days with community engagement options and considerations related to youth, diversity and inclusivity, and the environment; and,**
8. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Carried

5.4 2020 Budget Process and Target

An alternate motion was presented and is noted below in bold.

Moved by: Councillor Morrison

Seconded by: Councillor Simon

1. That the report entitled 2020 Budget Process and Target, dated April 29, 2019, be received; and,
2. That the proposed budget schedule with a target budget adoption date of December 2, 2019 be approved; and,
3. **That endorsement be given to staff to proceed with preparation of the 2020 budgets employing the structure and targets as set out in this report with a tax levy increase of less than 3%; and,**
4. That the form and timing of budget submissions for all entities accountable to Council be subject to the process outlined in this report; and,
5. That the proposed community engagement plan for the budget be adopted; and,
6. That the Treasurer be authorized and directed to do all things necessary to give effect to these recommendations

Carried

5.5 Update on the Clock Tower Settlement

Moved by: Councillor Kwapis

Seconded by: Councillor Morrison

1. That the report entitled Update on the Clock Tower Settlement dated April 29, 2019 be received for information.

Carried

5.6 2019 User Fees and Charges – Tree Maintenance Fee For New Trees on Town-Owned Land at Development Sites

1. That the report entitled “2019 User Fees and Charges – Tree Maintenance Fee for New Trees on Town-Owned Land at Development Sites”, dated April 29, 2019, be received; and,
2. That Schedule “E”, of the Town of Newmarket 2019 User Fees for Engineering Services be amended, approved and adopted through by-law, to include a Tree Maintenance Fee of \$85 (plus HST) per tree, to be reviewed annually and adjusted accordingly; and,
3. That the Tree Maintenance Fee come into effect on May 1, 2019; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

5.7 Site Specific Exemptions to Interim Control By-Law 2019-04

Moved by: Councillor Woodhouse

Seconded by: Deputy Mayor & Regional
Councillor Vegh

1. That the report entitled Site Specific Exemption to Interim Control By-law 2019-04 dated April 29, 2019 be received; and,
2. That Council approve the process for exemption from Interim Control By-law 2019-04, as outlined in this report.

Carried

5.8 Site Specific Exemption to Interim Control By-law 2019-04 for 578 Lydia Street

1. That the report entitled Site Specific Exemption to Interim Control By-law 2019-04 for 578 Lydia Street dated April 29, 2019 be received; and,
2. That 578 Lydia Street be removed from the Municipal Register of Non-Designated Heritage Properties and photo documentation of 578 Lydia Street be submitted to the Town; and,
3. That Council approve the requested site specific exemption to Interim Control by-law 2019-04 for 578 Lydia Street and that staff be directed to bring forward the necessary exemption by-law.

5.9 Newmarket Downtown Development Committee Meeting Minutes of October 26, 2018

1. That the Newmarket Downtown Development Committee Meeting Minutes of October 26, 2018 be received.

5.10 Main Street District Business Improvement Area Board of Management Meeting Minutes of March 20, 2019

1. That the Main Street District Business Improvement Area Board of Management Meeting Minutes of March 20, 2019 be received.

5.11 Outstanding Matters List

1. That the list of outstanding matters be received.

5.12 Correspondence Regarding Hollingsworth Arena

Note: This item was dealt with under sub-item 5.1. Please see sub-item 5.1 for motion.

1. That the Correspondence regarding Hollingsworth Arena from Wendy Cassells be received.

6. Action Items

None.

7. Reports by Regional Representatives

None.

8. Notices of Motions

None.

9. Motions

None.

10. New Business

10.1 Playground and Park Improvement Public Information Centre

Councillor Broome thanked residents who came to the recent Public Information Centre regarding playgrounds and park improvements. She advised that it would be helpful for more information from the event to be included on the associated web page, including the presentation which was provided.

10.2 Dog Park Shelter

Councillor Twinney requested information on the potential cost of a shelter structure to be located at the dog park.

10.3 Ontario Board of Directors for the Ontario Small Urban Caucus (OSUM)

Councillor Kwapis advised that the previous term of Council had provided support in relation to his service as a member of the Ontario Board of Directors for the Ontario Small Urban Municipalities. He requested this support be continued for the remainder of the term through 2019 and 2020.

Moved by: Councillor Woodhouse

Seconded by: Councillor Bisanz

Whereas Councillor Bob Kwapis is a member of the Ontario Board of Directors for the Ontario Small Urban Municipalities (OSUM) for the 2018 to 2020 term; and,

Whereas the previous term of Council approved up to \$4,000 to cover the associated costs of serving on this Board for 2018;

Therefore be it resolved by the Municipal Council of the Corporation of the Town of Newmarket:

1. That an annual budget of \$4,000 be approved for the 2019 year and for the 2020 year to cover the associated costs of Councillor Kwapis serving on the OSUM Board of Directors.

Carried

11. Closed Session

11.1 Hollingsworth Arena

11.2 Stickwood-Walker Farmhouse RFP #2018-145 Update

Moved by: Councillor Woodhouse

Seconded by: Deputy Mayor & Regional
Councillor Vegh

1. That the Committee of the Whole resolve into Closed Session to discuss the following matters:
 - a. Hollingsworth Arena - A proposed or pending acquisition or disposition of land by the municipality or local board as per Section 239(2)(c) of the Municipal Act, 2001.
 - b. Stickwood-Walker Farmhouse RFP #2018-145 Update - A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization as per Section 239 (2) (i) of the Municipal Act, 2001.

Carried

The Committee of the Whole resolved into Closed Session at 4:01 PM.

The Committee of the Whole (Closed Session) Minutes are recorded under separate cover.

The Committee of the Whole resumed into Open Session at 5:51 PM.

12. Public Hearing Matter (7:00 PM)

The Clerk welcomed the public to the Committee of the Whole meeting. She advised that the Planning Act requires the Town to hold at least one public meeting on any proposed Official Plan Amendment or Zoning By-law Amendment.

The Clerk advised that the purpose of the public meeting is to hear from anyone who has an interest in the following two matters:

The first is for an application to amend the Official Plan to allow for the Regional Community Improvement Plan. The effect of this application would enable the Council of the Town of Newmarket to participate in any Community Improvement Plans adopted by the Regional Municipality of York.

The second application is for an Official Plan Amendment and Zoning By-law Amendment related to the lands municipally known as 1015-1029 Davis Drive. The effect of this application would change the zoning by-law for the properties to allow the current 3 single detached dwellings to be redeveloped into 23 townhouse dwellings.

She further advised that the Committee of the Whole would not make a decision regarding the proposed applications at the public meeting, but will refer all written and verbal comments to Planning Staff to consider and return with a report to a future Committee of the Whole or Council meeting.

The Clerk advised that if anyone present wished to be notified of any subsequent meetings regarding these matters, they may complete the further request form.

The Clerk noted that in accordance with the Planning Act, the Local Planning Appeal Tribunal may dismiss an appeal to the Tribunal, without holding a hearing, if the appellant failed to make either oral submissions at the public meeting or provide written submissions to Council prior to adoption of the applications.

The Clerk thanked residents for their participation and interest in the meeting.

12.1 Official Plan Amendment - Regional Community Improvement Plans

The Planner provided a presentation regarding the Official Plan Amendment for Regional Community Improvement Plans. The presentation provided an overview of Community Improvement Plans and the plans which currently exist.

Moved by: Deputy Mayor & Regional
Councillor Vegh

Seconded by: Councillor Kwapis

1. That the presentation regarding the Official Plan Amendment - Regional Community Improvement Plans be received.

Carried

12.2 Official Plan Amendment and Zoning By-law Amendment - 1015-1029 Davis Drive

Ryan Guetter, Senior Vice President, Weston Consulting provided a presentation regarding the Official Plan Amendment and Zoning By-law Amendment for 1015-1029 Davis Drive. The presentation provided an overview of the details of the proposed development, the official plan and zoning bylaw amendments proposed, and the revised site plan.

Moved by: Councillor Twinney

Seconded by: Councillor Woodhouse

1. That the presentation by Ryan Guetter regarding the Official Plan Amendment and Zoning By-law Amendment for 1015-1029 Davis Drive be received.

Carried

12.2.1 Deputations

- Stephanie Riley and Behram Engineer provided a deputation concerning the application. They expressed their concerns regarding a possible increase in traffic, effects on local parking, and potential safety issues.

- Elnaz Abotalebi and Soroush Sadafi provided a deputation concerning the application. Their presentation detailed the potential effects of the proposed development on the sunlight reaching their property, as well effects on the privacy of the backyard.
- Michelle Ego provided a deputation detailing her concerns with the possible parking impacts of the proposed development as well as the effects on the local environment.
- Glenn Langford provided a deputation which detailed his concerns with the proposed development concerning the effects on local trees as well as traffic safety in the area.
- Dennis Tomlinson provided a deputation detailing his concerns with the proposed development, including the effects of light reflections and noise pollution on the neighbouring area.

Moved by: Councillor Twinney

Seconded by: Councillor Simon

1. That the deputations regarding the Official Plan Amendment and Zoning By-law Amendment for 1015-1029 Davis Drive be received.

Carried

13. Adjournment

Moved by: Councillor Bisanz

Seconded by: Councillor Morrison

1. That the meeting be adjourned at 8:12 PM

Carried

John Taylor, Mayor

Lisa Lyons, Town Clerk



2018 Economic Development Year in Review

Presentation to:

Committee of the Whole
April 29, 2019

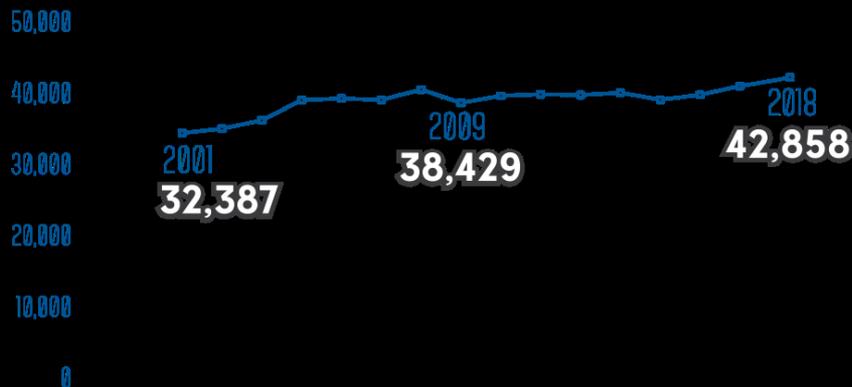


Economic Update

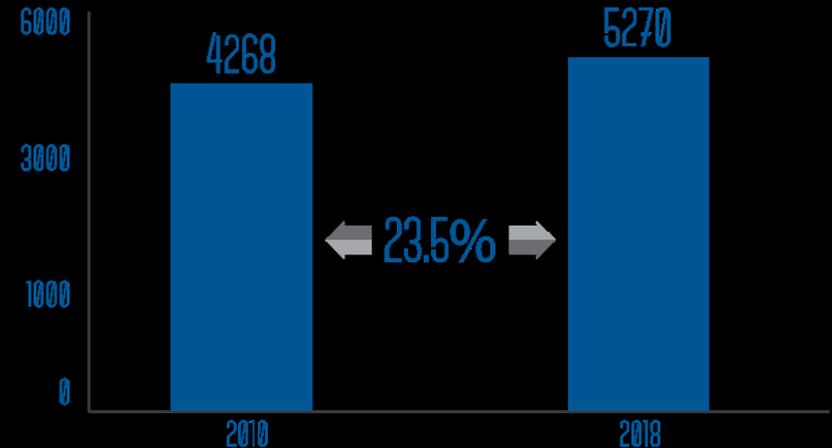


- 2018 York Region Employment Survey indicates total employment is up by 1,250 jobs (3%) from 2017 to 42,858, which is highest level ever.
- Since its post-recession low in 2010, manufacturing has increased by 23.5% from 4,268 to 5270 jobs (+1002)

Job Growth 2001 to 2018



Post-Recession Manufacturing Employment



% GROWTH OF LABOUR FORCE MAJOR SECTORS FROM 2006-2018



58.2



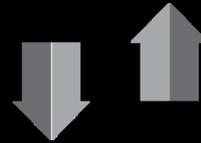
44.9

Retail versus Health Sector

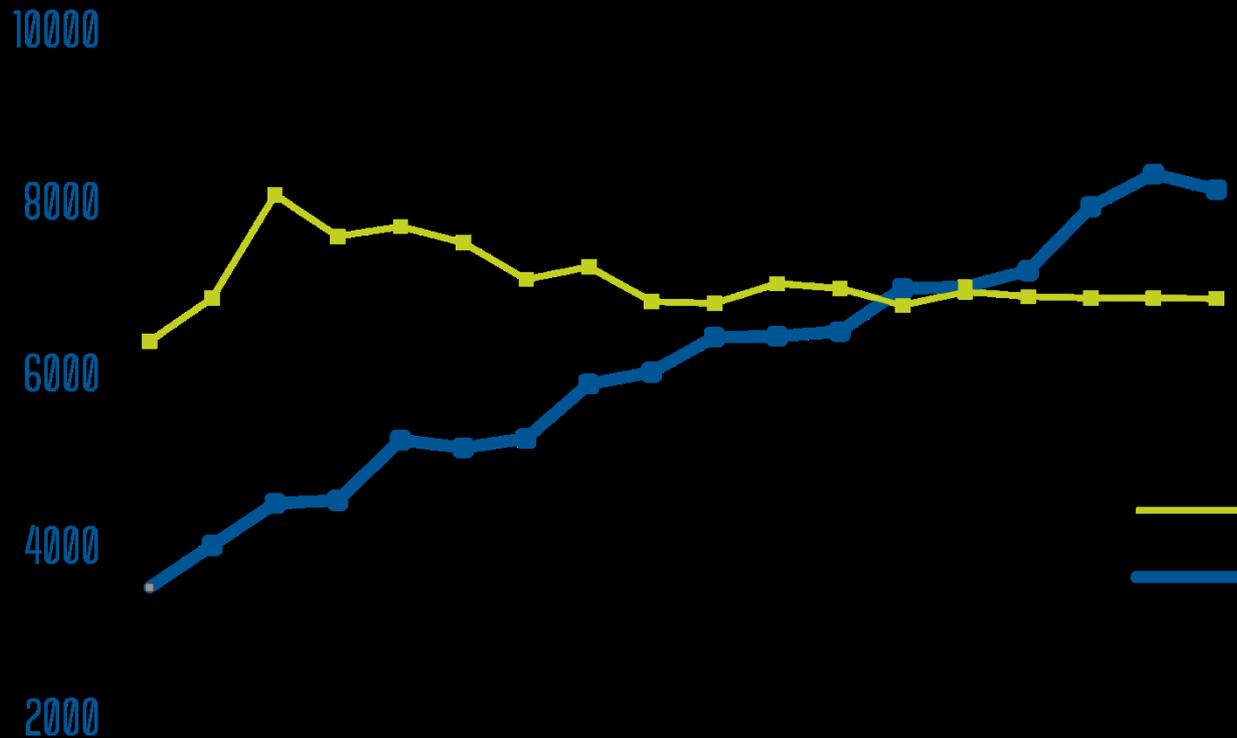
2006



2018



Job Growth 2001 to 2018





Since December 2017 announcement Economic Development has:

- Expedited approval processes
- Supported temporary workforce recruitment through job ads, social media, web site and advertising
- Resolved construction and infrastructure issues
- Supported Employee wellness
- Featured career opportunities in Blog
- Provided ongoing check-ups
- **Assisted with and attended Celestica grand opening held Nov. 16, 2018**



Marketing Corridors Implementation





Corridor Marketing Update

- Officially launched campaign Feb 28, 2018
 - Focus on both creating a market for development and demonstrating existing opportunities for development
- Tactics include:
 - Social Media
 - Media Relations
 - Blogging: Where Work Meets Play
 - Collateral Development



Corridor Marketing Update: Social Media

- Focus on creating engagement and awareness for both businesses, potential employees & residents
- Resulted in 62.2% of the engagement on economic development related articles in 2018
- Recently began working with YorkLink to expand coverage of social media stories



townofnewmarket • Following
Newmarket, Ontario

townofnewmarket Happy International Women's Day! Join the Town of Newmarket in celebrating female achievements and progress made towards gender equality today. We are celebrating by profiling some of our local female business leaders in the blog today. Together we can all help create a #balanceforbetter. Link in the bio #IWD #iwd2019 #womenintech #newmarket #iheartnewmarket

4w

Liked by amani89_ and 122 others

MARCH 8

Add a comment...

townofnewmarket • Following
Newmarket, Ontario

townofnewmarket The latest edition of the blog has us torn - which holiday get-together spot should we hit first? Let us know where you love to dine in Newmarket and then check out our faves. Link in the bio. #newmarket #newmarketeats #newmarketrestaurants #holidayeats #downtownnewmarket #yongeanddavis #marketandco

17w

vanki44 Hungrey Brew Hops alllllll the way!!!

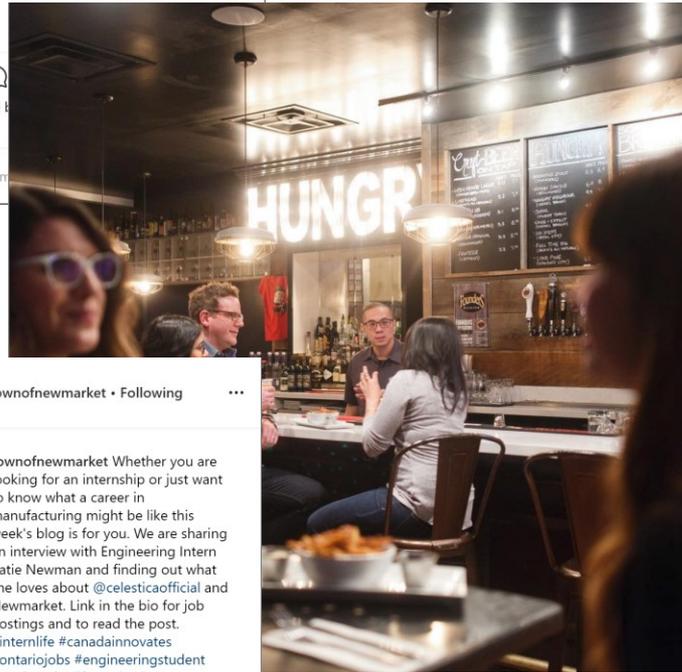
17w 3 likes Reply

darcytoombs @hungrybrewhops

Liked by amani89_ and 137 others

DECEMBER 13, 2018

Add a comment... Post



townofnewmarket • Following

townofnewmarket Whether you are looking for an internship or just want to know what a career in manufacturing might be like this week's blog is for you. We are sharing an interview with Engineering Intern Katie Newman and finding out what she loves about @celesticaofficial and Newmarket. Link in the bio for job postings and to read the post. #internlife #canadainnovates #ontariojobs #engineeringstudent #engineeringlife #celestica #newmarket #iheartnewmarket

10w

comfywealth

17w 1 like Reply

Liked by amani89_ and 122 others

JANUARY 25

Add a comment... Post



Corridor Marketing Update: Media Relations



- Focus on expanding the awareness about Newmarket across the GTA both as a development opportunity and a place to live and work



NEWHOMES

Lessons learned from a condo conversion in Newmarket



MARTIN SLOFSTRA
EDITOR'S
NOTE

It seems only fitting that on the day after Labour Day, and for many the first day back to school, that I would visit a condo site that was once a school.

So, on this day, I had a look at The King George School Lofts & Town Homes project in Newmarket.

Having visited a number of 'condo conversion' projects over the years — where an existing heritage building like a church or school is turned into a place where people live — I know it can be difficult.

I've had more than one developer of these type of projects tell me it would have been a lot easier (and much less expensive) to demo the thing and build from scratch.

Having said that, these beautiful buildings are worth preserving — the King George School had been declared surplus by the local school board — even if deemed no longer suitable for their original use.

When complete, The King George project will consist of 11 loft units in the school and 14 surrounding townhomes.



Highlights of the loft units include 13' foot ceilings, modern finishes and large windows.

It is about 60 per cent sold, with renovation scheduled to be completed by September 2019. (Townhomes \$1,150,000 - \$1,350,000; Lofts: \$540,990 - \$996,990.)

My tour of the site is led by Shoshana Levstein, project manager for Rose Corporation, a boutique real estate development firm founded in 1982 whose portfolio of projects include the Tannery District in Kitchener.

He tells me that only the facade and exterior received a historical designation which allowed the builder to

totally gut the inside.

Some of it can be preserved, like the luxurious wood frame doors. Virtually everything else — windows, fixtures, HVAC equipment, you name it — had to be upgraded or replaced.

The developer describes the project as "old meets new with a Yorkville vibe." The basic appeal is a loft-style of living with its 13-foot ceilings, huge windows and exposed brick, and amenities include a courtyard.

Also of note, two styles are being embraced, classic Victorian in the schoolhouse itself

while the townhomes will have a more 'Edwardian' look.

The architectural details are important, because with an infill development like this, it needs to fit the neighbourhood.

"We're in an area where there are already lots of beautiful heritage homes," explains Rick Nethery, director of planning and building services for the Town of Newmarket. "It's such a beautiful building, and we (Town of Newmarket) were hopeful it could be retained."

Then there is the plan-



An aerial view of the King George School Lofts site.

ning aspect. The gutting and renovation may take about a year or so, but the planning — consulting with the Town, local residents, business owners, community organizations, developers and other stakeholders — is a process that takes years.

Fitting a project into a plan is not easy work. Unlike other communities with lots of land to accommodate new home growth, Newmarket is hemmed in, depending on 'infill' and 'intensification' to deal with its rapid growth (expected to be 33,000 residents over the next 30 years.)

To meet its growth needs, Newmarket is using the Yonge and Davis St. corridors for rapid transit and high-density development, while preserving its downtown for a more village-style of living.

As a result, development in the downtown area needs to be approached differently, says Nethery, as it must be "done to a particular scale." Typical high-rise buildings won't fit here and three- and four-storey boutique-style condos and townhomes are the way to go.

Adding to the complexity, Newmarket is also taking steps to improve its downtown, putting in patios and making it more walkable and accessible to bikes.

"We are continuing to examine our development approvals and our zoning by-laws to make the process as smooth and easy as possible," says Nethery.

Put it all together, and it sounds like a lesson in planning and co-operation that could be taught elsewhere.

Print: 517,000 impressions

E-edition: 360,000 impressions

Online: 1,670,000 impressions

Tweet: 292,000 followers

GTA Commuters & Downtown Toronto

DAY TRIPPER

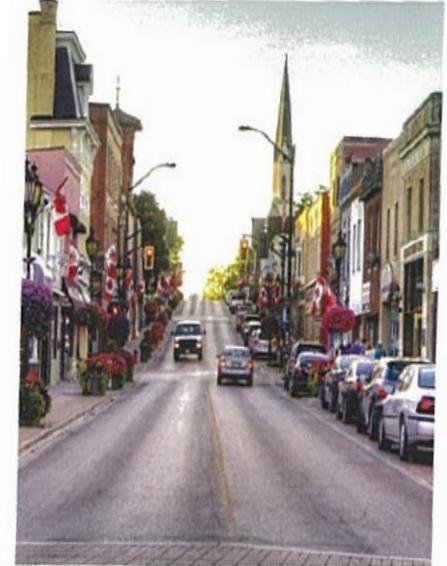


THE MAIN IDEA

Many of Newmarket's highlights can be found on Main Street South. Here are two favourite spots to jump start your food adventure and give you a strong sense of the up-and-coming scene in the town north of Toronto.

“Over the last few decades, the *former* bedroom community...has morphed into a place that wins accolades...but has maintained its charm and romance”

Under an hour north of Toronto, the town of Newmarket is making big strides.



What's the vibe?

Over the last few decades, the former bedroom community that was once home to the likes of Jim Carrey and John Candy has morphed into a place that wins accolades for its quaint historic aesthetics, but has maintained its charm and romance. In 2017, it was ranked by Amazon as one of the top 20 most romantic cities in Canada.

GTA Commuters & Downtown Toronto



- Town of Newmarket featured as an option for those looking for a day trip away from the city with descriptions of what visitors shouldn't miss.
- Includes: Chip + Malt, Lil' Brew Hops, Market & Co., Amano Kitchen and The Wine Shop with their corresponding websites.
- Reach:
 - Print: 206,000 impressions
 - [Tweet 1](#): 7,588 followers
 - [Tweet 2](#): 7,588 followers
 - [Facebook 1](#): 1,284 likes
 - [Facebook 2](#): 1,284 likes
 - [Instagram 1](#): 25.5k followers
 - [Instagram 2](#): 25.5k followers



“Where Work Meets Play”

- **Purpose: Provide exposure for local businesses and employers in a way that engages new readers**
- Over 6900 unique visitors to date & 11 000 page views
- 62% engaged via social media (Facebook, Instagram, Twitter and LinkedIn)
- Primarily engaging on mobile devices
- 60% of Ontario readers are outside of Newmarket, over 18% are located in Toronto
- 33% of readers are 18-35, 28.5% are 35-44





Supporting
marketing efforts of
corridor residential
development to
enable success



Corporate Visitation Program



- Program provides valuable insight into how the Town can assist with the health and needs of businesses including:
 - Expansion opportunities/demand
 - Talent attraction and retention efforts
 - Transit accessibility for shift workers and the Harry Walker area

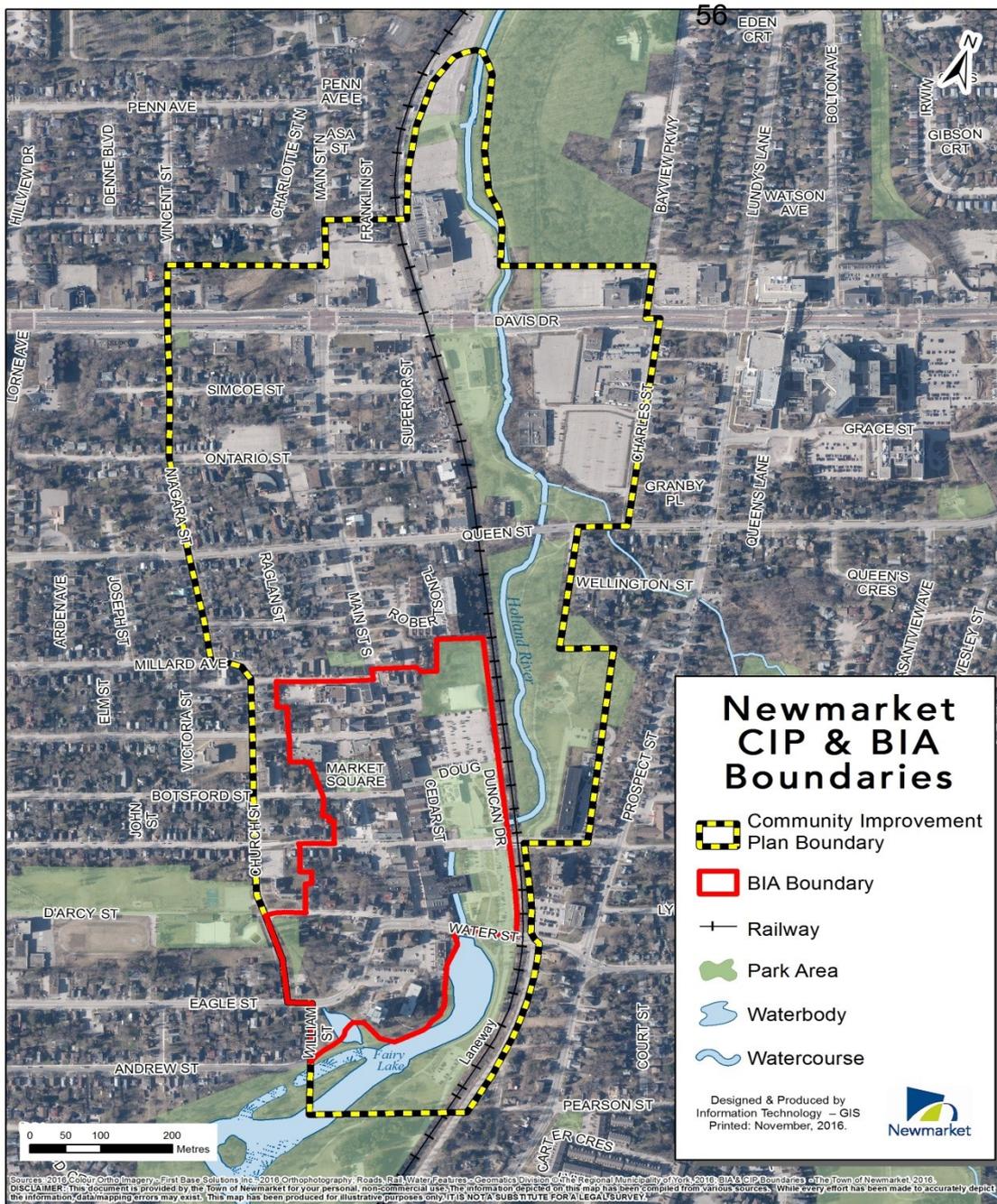
Corporate Visitation Program



Success include:

- Smart Commute and Transit opportunities
- Established partnerships to market job opportunities
- Helping local employers find space to expand in Newmarket
- Connecting local businesses to Envi Network
- Connections created between businesses to test new products in the market





Downtown: The Living Room of the Community

Economic Development is primary Town staff contact point with downtown business community through both CIP Financial Incentive Program and the BIA

Main Street Newmarket



- \$1 Town contribution through NDDC generates \$4.00 private sector investment
- 11 new restaurants since 2011, Joia and King George add 2 more
- 63% employment increase in downtown since 2006
- Commercial assessment growth in BIA 40% greater than across Town
- Growing reputation as a restaurant district & “after 5” meeting place



Newmarket's Restaurant District



Partnering in Art and Culture



“This mural site corresponds with the location of the Roe & Borland Trading Post c. 1814, around which the Quaker settlement, later to be known as Newmarket, sprouted....”

The scene depicts two Ojibwa families arriving to the post from down river where they are greeted by a member of the Quaker community.”

Collaboration



Towards an Intelligent Community



“Smart City projects **make communities work better**. Intelligent Communities are different. They seek to **make better communities** where citizens and employers thrive and prosper in the broadband economy. Intelligent Communities adopt technology but do not make it their focus. Instead, they find **vision-driven, community-based, technology smart solutions** to solve their most urgent problems.”

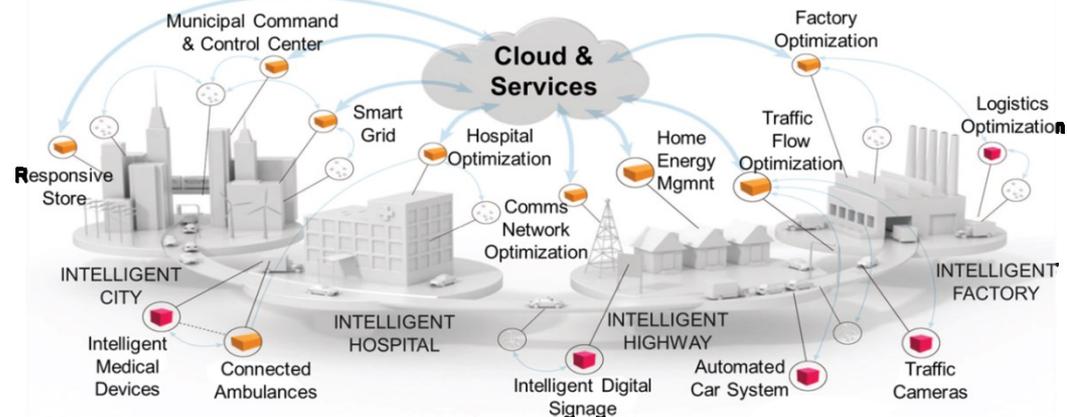


New Community-owned high-speed internet service provider, ENVI launches in Newmarket

“ENVI will help bring Newmarket’s broadband strategy to life and improve connectivity and reliable service for local businesses”

NEWMARKET, June 13, 2018

Cities are Already Run on Networked Information Connecting and Monetization of Citizen Services



Smart Community Council



The goal is sustainable, progressive approaches that make life in Newmarket better for all. *Smarter* issue identification. *Smarter* policy, program and initiative identification. *Smarter* decision-making. *Smarter* use of resources. Just plain *smarter* in every way.

- Enhanced quality of life
- Greater community resilience
- A collaborative & connected environment
- Empowered stakeholder voices
- Improved services for citizens & businesses

Partners



Newmarket
CHAMBER OF COMMERCE

**Newmarket
Public Library**

Inspiring Growth



Our Opportunities



Going Forward

Newmarket Economic Development Advisory Committee



Why does the Newmarket Economic Development Advisory Committee (NEDAC) exist?

NEDAC ensures strategic support to help the Town achieve community economic development goals by supporting Council in an advisory role.

NEDAC is an advisory body that helps Council advance its Strategic Priorities by providing critical analysis, feedback and advice from a business and community perspective on economic challenges and opportunities.

NEDAC VISION

To accelerate the growth of our community environment where business and people thrive

NEDAC believes...

- change is underway and accelerating efforts speaks to our sense of urgency and intent
- community is Newmarket's strength and recognizes economic development is more than just jobs and taxes
- in creating an environment for success that unleashes the passion, creativity and ingenuity of residents in many settings, including business areas, neighbourhoods and physical environments - e.g., public space, public art, etc.
- Newmarket will thrive, be prosperous, and be successful

Expansion of NEDAC to better reflect the diversity of sectors and stakeholders in the business community

- Current Members:
 - Jim Gragtmans, Chair
 - Donna Fevreau, Vice-Chair
 - Mayor Taylor
 - Deputy Mayor Vegh
 - Carin Binder
 - Beric Farmer
 - Rick Henry
 - Peter Mertens
 - Rob Bull
 - Marek Dabrowsky

A COMMUNITY WELL BEYOND THE ORDINARY

Corporate Strategic Plan Directions

LIVING WELL

Focusing on health, safety and the environment to promote activity and enrich lives.

WELL BALANCED

Encouraging a sense of community through an appropriate mix of land uses and amenities.

WELL-EQUIPPED & MANAGED

Implementing policy and processes that reflect sound and accountable governance.

WELL-PLANNED & CONNECTED

Strategically plan for the future to improve information access and enhance travel to, from and within Newmarket.

WELL-RESPECTED

Inspiring partnerships and cooperation with stakeholders that revolve around well-being, synergy and balanced living.

2014-2018 COUNCIL STRATEGIC PRIORITIES

1. ECONOMIC DEVELOPMENT/ JOBS

- A.** Implementing affordable broadband
- B.** Reviewing & Prioritizing Economic Development Strategy
- C.** Revitalizing Community Centre Lands & addressing downtown parking needs
- D.** Creating vibrant & liveable Davis Drive & Yonge Street corridor strategy
- E.** Supporting Innovative projects & partnerships

2. ENHANCED RECREATION OPPORTUNITIES

- F.** Enhancing Recreation & Community Facilities
- G.** Supporting Community & Neighbourhood Projects

3. COMMUNITY ENGAGEMENT

- H.** Aligning ourselves with communications best practices
- I.** Engaging our changing resident demographics

4. EFFICIENCY/ FINANCIAL MANAGEMENT

- J.** Ensuring effective & efficient services
- K.** Measuring and benchmarking our financial performance

5. TRAFFIC SAFETY AND MITIGATION

- L.** Ensuring safe streets
- M.** Improving traffic congestion
- N.** Supporting major transit service enhancements



Town of Newmarket
**Economic Development
Strategy**
2016 to 2020



ECONOMIC DEVELOPMENT PILLARS

Innovation
Urbanization
Collaboration



Key Milestones and Action Items

INNOVATION

Ultra-high speed, affordable broadband is an enabler for future innovation growth and job creation

| Key Milestone: Support research and development of business model to deliver broadband services for Newmarket businesses | | | |
|---|------|-------------|----|
| Liaison with strategic planning/implementation team | Ⓢ | 2016 - 2017 | ●● |
| Ensure NEDAC, CCE and other key stakeholders are kept informed of initiative | Ⓢ | 2016 - 2017 | ●● |
| Provide key data points and indicators to help support business case development | Ⓢ | 2016 | ●● |
| Key Milestone: Market broadband availability within Community Investment Brand and Targeted Communications Strategy | | | |
| Seek to understand focus group and market research | Ⓢ | 2016 | ●● |
| Incorporate concept and key attributes into Community Investment Brand work plan | \$\$ | 2016 - 2017 | ●● |
| Incorporate initiative into all collateral Community Investment Brand and promotional materials | \$\$ | 2017 | ● |

INNOVATION - An Intelligent Community requires innovation nurturing

| Key Milestone: Partner with and support CreateITNow, NewmakeIT and other incubator proposals | | | |
|---|----|-------------|----|
| Provide seed and/or operational funding, attend partner meetings and actively participate in advancing plans, projects and innovation in all community-based innovation and business incubation efforts | \$ | 2016 - 2019 | ●● |
| Monitor CreateITNow Founding Partner agreement to advance the Town's Economic Development agenda | Ⓢ | 2016 - 2019 | ● |
| Celebrate advancements and success stories through a collaborative communication effort | \$ | 2016 - 2019 | ● |
| Key Milestone: Encourage Newmarket Open Data initiative | | | |
| Promote Newmarket Open Data with business partners | - | 2016 | ● |
| Support an Open Data Accelerator program or hackathon using open data sources | \$ | 2016 - 2017 | ● |
| Support ongoing development of Newmarket Open Data | \$ | 2016 - 2019 | ● |

\$ < than \$25,000 | \$\$ > \$25,000 potential new resources required | Ⓢ No New Resources Required

●● - Complete ● - Ongoing/In progress ● - Deferred/not started ● - Discontinued

Key Milestones and Action Items

INNOVATION (CON'T)

| Key Milestone: Embed innovation lens within municipal decision making | | | |
|--|------|-------------|----|
| Create and monitor a secondment of a Director, IT Innovations to lead and track internal while also participating in external innovation efforts | \$ | 2016 - 2019 | ●● |
| Integrate innovation into internal education, processes and work plans across all Departments and Commissions | \$\$ | 2017 - 2019 | ● |
| Ensure success stories are documented and communicated internally and externally through all existing communication tools and tactics including any applicable municipal awards programs | Ⓢ | 2017-2019 | ● |
| Key Milestone: Document and celebrate community innovation successes | | | |
| Highlight community innovation successes within Community Investment Brand and Targeted Marketing and Communications Strategy | \$\$ | 2017-2019 | ● |
| Key Milestone: Support "Living Lab" health and wellness initiative | | | |
| Support Southlake and private/public sector partners with implementation of approved FedDev health/wellness innovation project | \$ | 2016-2019 | ● |
| Key Milestone: Engage with external intelligent community organizations to enhance Newmarket innovation profile | | | |
| Engage with the Intelligent Community Forum (ICF) to promote Newmarket's recognition as an Intelligent Community | \$ | 2016-2018 | ● |
| Attend two Intelligent Community/innovation-oriented conferences/seminars | \$ | 2016-2017 | ●● |
| Monitor York Region's investigation of Intelligent Community designation | Ⓢ | 2016-2017 | ●● |

\$ < than \$25,000 | \$\$ > \$25,000 potential new resources required | Ⓢ No New Resources Required

●● - Complete ● - Ongoing/In progress ● - Deferred/not started ● - Discontinued

URBANIZATION

Newmarket will be a Canadian leader in suburban urbanization

| Key Milestone: Develop a Community Investment Brand and Targeted Marketing/Communications Strategy to promote corridor intensification | | | |
|--|------|-------------|----|
| Establish a working team consisting of community volunteers that are marketing/communications subject matter experts, staff, and other community organization representatives | Ⓢ | 2016 | ●● |
| Initiate RFP for external expertise to support the development of the community investment brand | \$\$ | 2016 | ●● |
| Implement Marketing/Communications plan including including all collateral marketing materials and coordinate public relations efforts with ongoing tracking/reporting of successes | \$\$ | 2017-2019 | ● |
| Key Milestone: Consider incentives to accelerate corridor development time lines, focused on condominium and office/employment | | | |
| Develop an evaluation tool to support decision-making around incentives for development | Ⓢ | 2016 | ● |
| Research and identify potential, specific incentives | Ⓢ | 2016 | ● |
| Request, strategically invest and monitor impact of incentives on advancing specific, targeted/identified development opportunities | \$\$ | 2017-2019 | ● |
| Key Milestones: Engage with planning staff re: planning approval processes and policies, design guidelines and streetscaping, corridor studies, active transportation, etc to support liveable walkable, desirable corridor community communities | | | |
| New zoning by-law brought into compliance with Secondary Plan | \$\$ | 2016 - 2017 | ●● |
| New parking requirement standards to reflect urban environment | Ⓢ | 2016 | ●● |
| Complete Mobility Hub study with external partners in area of Main/Davis | \$ | 2016 - 2017 | ●● |
| Key Milestone: Meet with major corridors property owners to identify intensification opportunities | | | |
| Research and develop a tracking map of identified properties | Ⓢ | 2016 | ● |
| Arrange for initial meetings with representatives of identified high-value properties | Ⓢ | 2016 | ●● |
| Follow-up meetings and explore specific details with the intent of triggering development | Ⓢ | 2017 - 2019 | ● |

\$ < than \$25,000 | \$\$ > \$25,000 potential new resources required | Ⓢ No New Resources Required

●● - Complete ● - Ongoing/In progress ● - Deferred/not started ● - Discontinued

Key Milestones and Action Items

COLLABORATION

Collaboration and partnerships accelerate economic opportunities

| Key Milestone: Implement a digital community engagement strategy to facilitate real-time stakeholder participation | | | |
|--|----|-----------|----|
| Investigate technology options to maximize engagement opportunities | Ⓢ | 2017 | ●● |
| Acquire and implement a community engagement toolkit/platform | \$ | 2017 | ●● |
| Investigate and ultimately purchase CoStar, as part of York Region license, to provide better understanding of real estate dynamics for economic development | \$ | 2017 | ● |
| Key Milestone: Investigate/implement engagement strategies with new Canadians | | | |
| Liaise with Newmarket Welcome Centre staff | Ⓢ | 2016-2019 | ● |
| Make a minimum of one presentation annually to new Canadian business/cultural organizations to promote Newmarket investment opportunities | Ⓢ | 2016-2019 | ● |
| Encourage diversity and inclusivity, in addition to existing requirements, within NEDAC selection process | Ⓢ | 2018-2019 | ● |
| Key Milestone: Seek partnerships with local businesses through corporate visits | | | |
| Develop a tracking system to monitor key contacts and corporate visits, follow up actions, etc. | Ⓢ | 2017 | ● |
| Complete a minimum of 20 corporate visits per year | Ⓢ | 2017-2019 | ● |
| Track follow up items and provide an annual report to Council and NEDAC on the program | Ⓢ | 2017-2019 | ● |

\$ < than \$25,000 | \$\$ > \$25,000 potential new resources required | Ⓢ No New Resources Required

●● - Complete ● - Ongoing/In progress ● - Deferred/not started ● - Discontinued

Key Milestones and Action Items

COLLABORATION (CON'T)

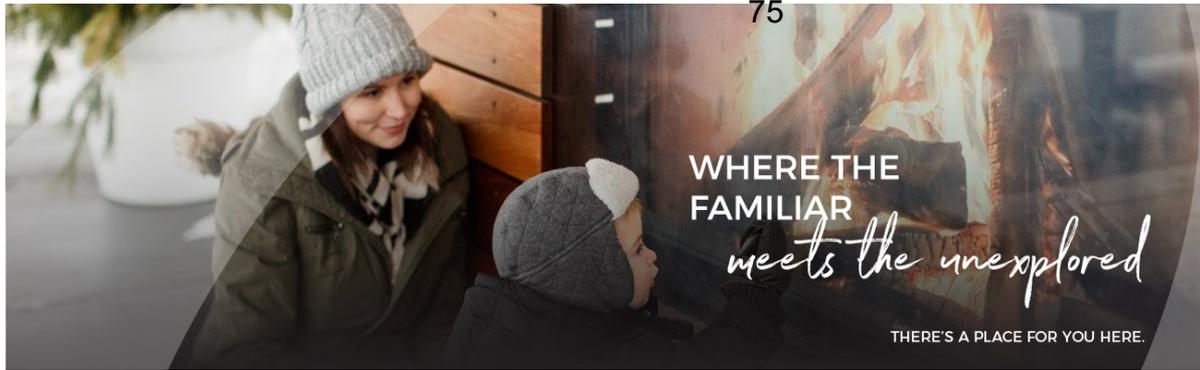
Collaboration and partnerships accelerate economic opportunities

Key Milestone: Maintain and seek out new opportunities for collaboration with external intermediary economic development organizations

| | | | |
|---|----|-------------|---|
| Regularly engage with foreign investment offices and government economic development intermediaries including Toronto Global, including participation in strategic investment missions | \$ | 2016 - 2019 | ● |
| Position Newmarket as a regional centre while also working with neighbouring municipalities on a collaborative approach to shared success through collective efforts around job growth creation and tracking. | Ⓢ | 2016 - 2019 | ● |
| Collaborate with York Region Economic Development on various initiatives, including common office marketing strategies, broadband, Employment survey | \$ | 2017 | ● |

\$ < than \$25,000 | \$\$ > \$25,000 potential new resources required | Ⓢ No New Resources Required

●● - Complete ● - Ongoing/In progress ● - Deferred/not started ● - Discontinued



Economic Development Vision: To be a Leader in *Suburban Urbanization* by Balancing Growth and Community Quality of Life





2018 – 2022 Council Strategic Priorities

Pillars, Priorities, Planning and Performance Measurement

April 29, 2019

The Process

- ❖ Consultant Engaged – MDB Insight
- ❖ Key Influencing Documents / Processes -
Review
- ❖ 9 Council Interviews; 3 Council Workshops
- ❖ 3 Senior Staff Team Working Sessions

Today

Adoption of the report recommendations will result in:

- ✓ Confirmation of the Vision
- ✓ Confirmation of Council's Strategic Pillars and Priorities

❖ Quick update on Next Steps

(design/communications pieces; measurement /dash boarding)



Strategic Alignment



Vision

*Well Beyond the
Ordinary*

Six Strategic Pillars

1. Long – term Financial Sustainability

Maintain long-term financial sustainability while ensuring a thriving community

2. Extraordinary Places and Spaces (priority focus on the

Mulock Park)

Creating the environment for an engaged, accessible, inclusive community

3. Safe Transportation (Streets)

Providing exceptional transportation experiences across all modes through co-ordination and improvement of accessibility, safety and speed reduction.



Six Strategic Pillars

4. Economic Leadership and Job Creation

Attracting, retaining and expanding jobs through innovation, collaboration and urbanization

5. Vibrancy on Yonge, Davis and Mulock

Supporting enhanced to diverse housing, office and retail options

6. Environmental Stewardship

Leading proactive planning and action related to climate change and other environmental initiatives



Strategic Priorities *(summarized)*

** denotes : 2014-2018 outstanding/ongoing priority that is now blended into a related 2018 -2022 Strategic Priority*

Long – term Financial Sustainability

Maintain long-term financial sustainability while ensuring a thriving community

- ❖ *Community Engagement*
- ❖ *Multi-Year Budgets/Policies **
- ❖ *Service Level Analysis*
- ❖ *Asset Management Plan*

Strategic Priorities *(summarized)*

Extraordinary Places and Spaces ** *(priority focus on the Mullock Park)*

Creating the environment for an engaged, accessible, inclusive community

- ❖ *Mullock Property*
- ❖ *Parks Master Plan*
- ❖ *Cultural and Place making Master Plan*
- ❖ *Vacant Municipal Properties*
- ❖ *Pedestrianize Main Street (at times)*



Strategic Priorities *(summarized)*

Safe Transportation *(Streets)*

Providing exceptional transportation experiences across all modes through continuous improvement of accessibility, safety and speed reduction.

- ❖ Technology/Data Driven Tools*
- ❖ Mulock Multi-Use Path*
- ❖ Partnerships/Collaboration*
- ❖ Communication & Engagement Strategies*
- ❖ 'Complete Street' Designs*

Strategic Priorities *(summarized)*

Economic Leadership and Job Creation

Attracting, retaining and expanding jobs through innovation, collaboration and urbanization.

❖ *ENVI*

❖ *Downtown Parking **

❖ *Continued Downtown Success * **

❖ *Economic Development Strategy Re-fresh*

❖ *South of Davis Area (SODA) Focus*



Strategic Priorities *(summarized)*

Vibrancy on Yonge, Davis and Mulock

Supporting enhanced to diverse housing, office and retail options

- ❖ *Implement Policy Framework*
- ❖ *Transit Oriented Development ***
- ❖ *Corridor Marketing*
- ❖ *Smart Cities Technology and ENVI*
- ❖ *Consider Development Incentives*

Strategic Priorities *(summarized)*

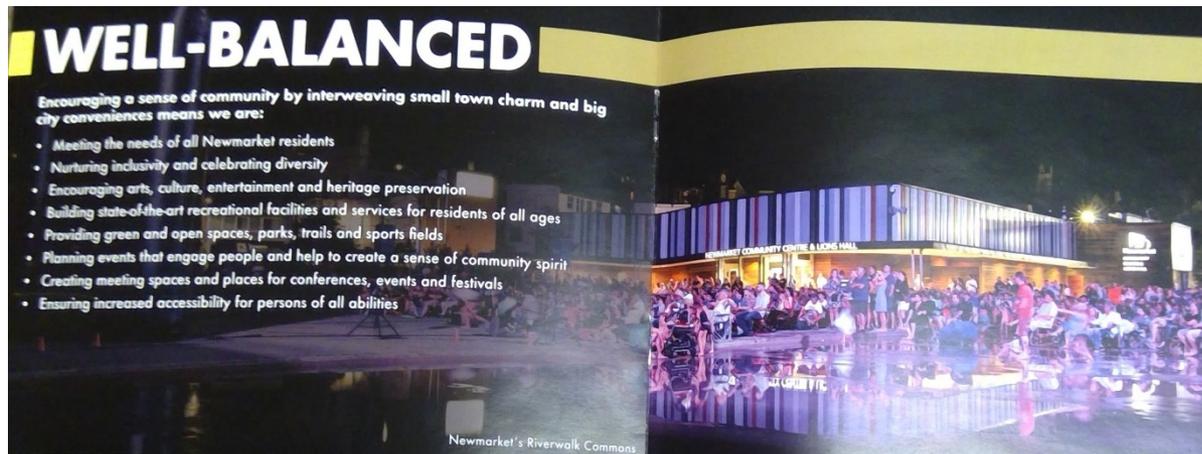
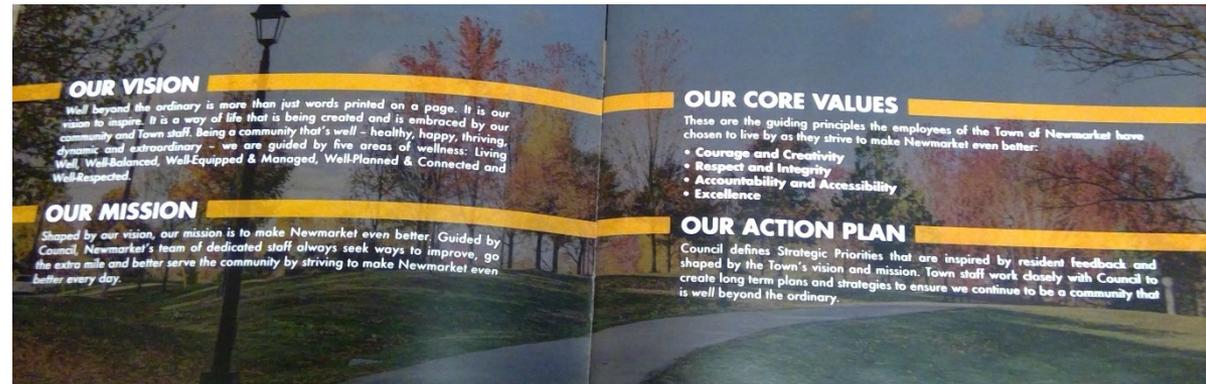
Environmental Stewardship

Leading proactive planning and action related to climate change and other environmental initiatives

- ❖ *Low Impact Design (LID) Leadership*
- ❖ *Alternative Energy (solar, battery)*
- ❖ *Community Energy Plan*
- ❖ *Partnerships/Collaboration*
- ❖ *Implement Tree Related Policy Frameworks*



Next Step - Look and Feel



Next Step - Performance Measurement & Dash Boards

- ✓ Initial concepts explored with Council in last workshop
- ❖ SLT/Innovation and Strategic Initiatives exploratory conversations/options – discussions ongoing

Discussion / Questions

Deputation and Further Notice Request Form

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

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

| | |
|---|---|
| Name: Kelley Scott & Jordan Driediger | |
| Organization / Group/ Business represented: | |
| Address: 624 Srigley Street | Postal Code: [REDACTED] |
| Daytime Phone No: [REDACTED] | Home Phone: [REDACTED] |
| Email: [REDACTED] | Date of Meeting: April 8, 2019 |
| Is this an item on the Agenda? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Agenda Item No: |
| <input type="checkbox"/> I request future notification of meetings | <input checked="" type="checkbox"/> I wish to address Council / Committee |
| Describe in detail the reason for the deputation and what action you will be asking Council/Committee to take (if applicable): The deputation is regarding the Interim Control By-Law under section 38 of the Planning Act. We will be asking council to review the plans for our addition that we have been working on for 2 years. We are hoping that based on our property size and the fact that we are in keeping with the neighbourhood with our planned addition that they will consider an exception for our property. | |
| Do you wish to provide a written or electronic communication or background information <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please submit all materials at least 5 days before the meeting. | |

Deputation Guidelines:

- Deputations related to items on the agenda can be accommodated up to and including the meeting day;
- Deputations related to items not on the agenda may be scheduled within sixty (60) days of receipt of this form;
- Deputations will not be heard on a matter decided upon by Council until ninety (90) days have passed from the date of the matter's disposition by Council;
- Deputations are limited to 5 minutes.

Be advised that all Council and Committee of the Whole meetings are audio-video recorded and live streamed online. If you make a presentation to Council or Committee of the Whole, your presentation becomes part of the public record and you will be listed as a presenter in the minutes of the meeting. We post our minutes online, so the listing of your name in connection with the agenda item may be indexed by search engines like Google.

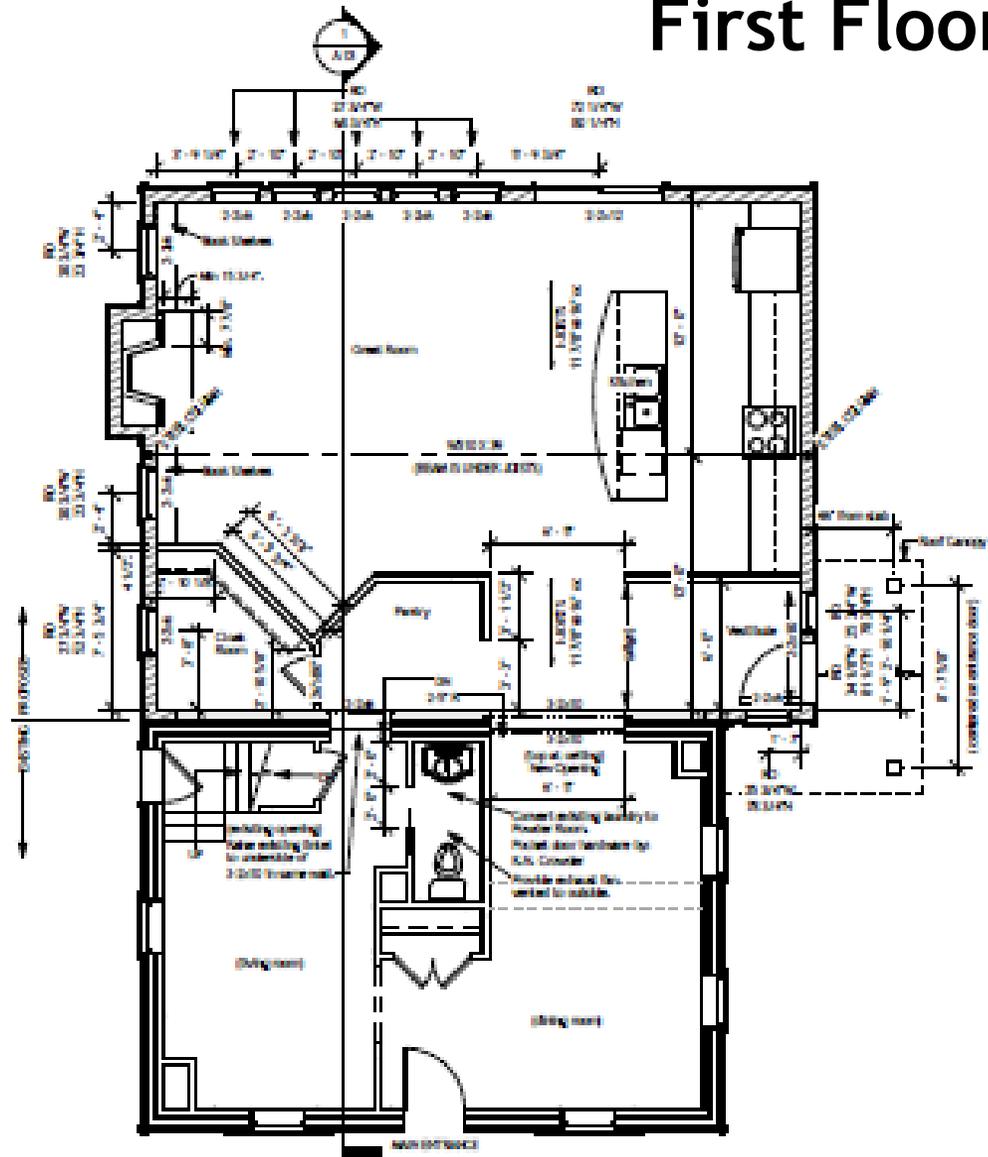
Personal information on this form will be used for the purposes of sending correspondence relating to matters before Council. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a record that is available to the general public in a hard copy format and on the internet in an electronic format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended. Questions about this collection should be directed to the Director of Legislative Services/Town Clerk, Town of Newmarket, 395 Mulock Drive, P.O. Box 328, STN Main, Newmarket, ON L3Y 4X7; Telephone 905 895-5193 Ext. 2211 Fax 905-953-5100

624 Srigley Street

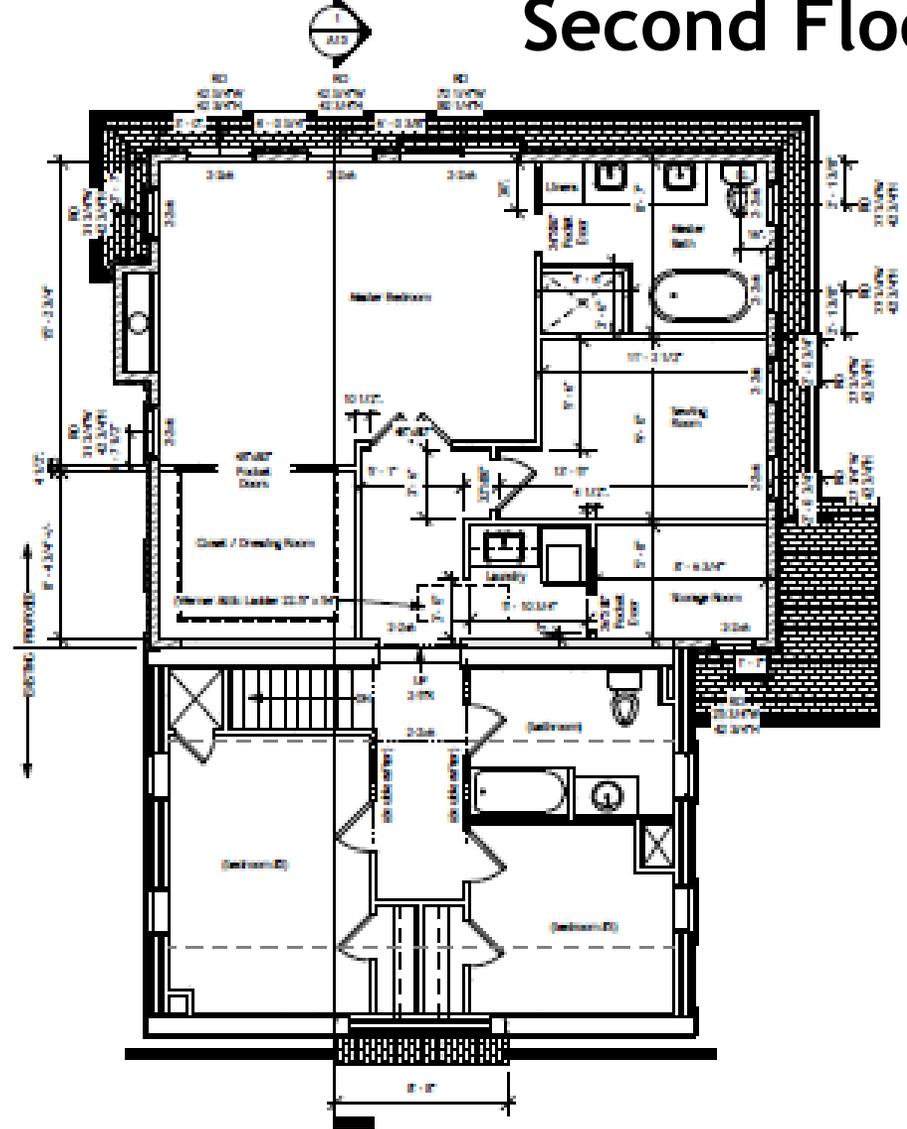
Jordan Driediger & Kelley Scott

1. Property & Current House Size
2. Proposed Drawings
3. LSRCA Approval
4. The Neighbours/Neighbourhood
5. Current Situation

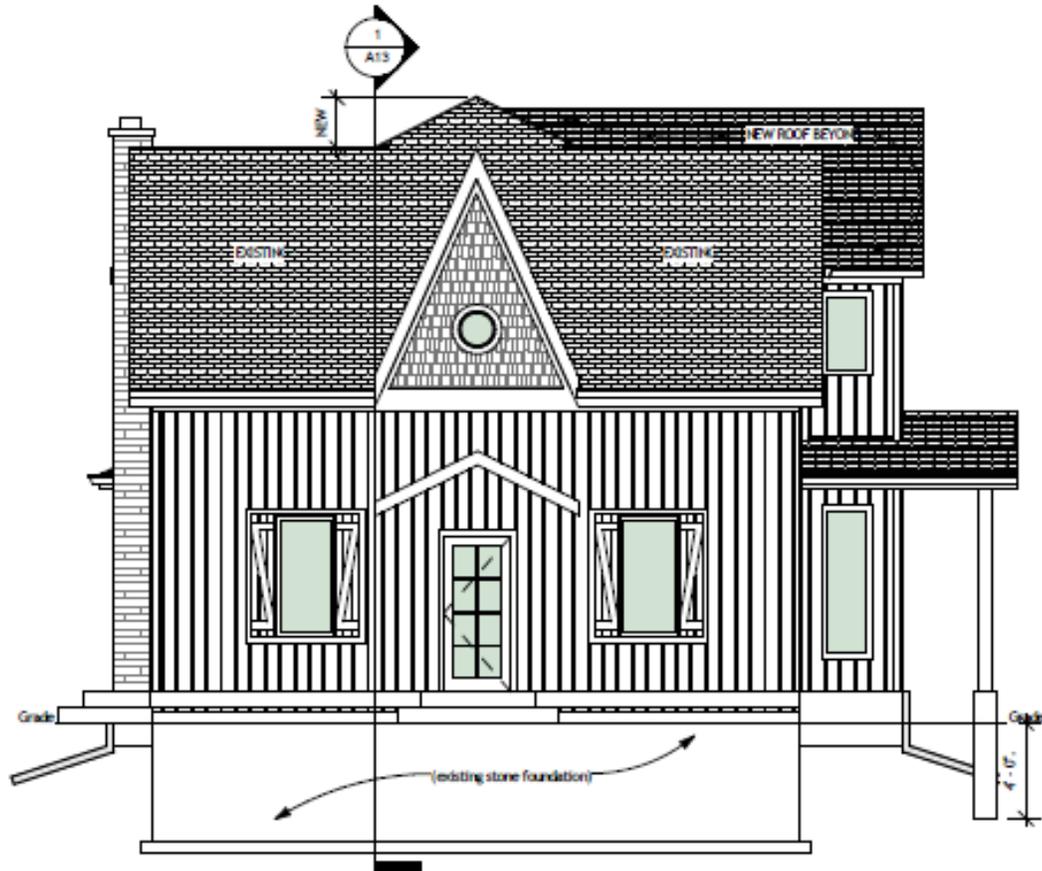
First Floor



Second Floor



North Elevation



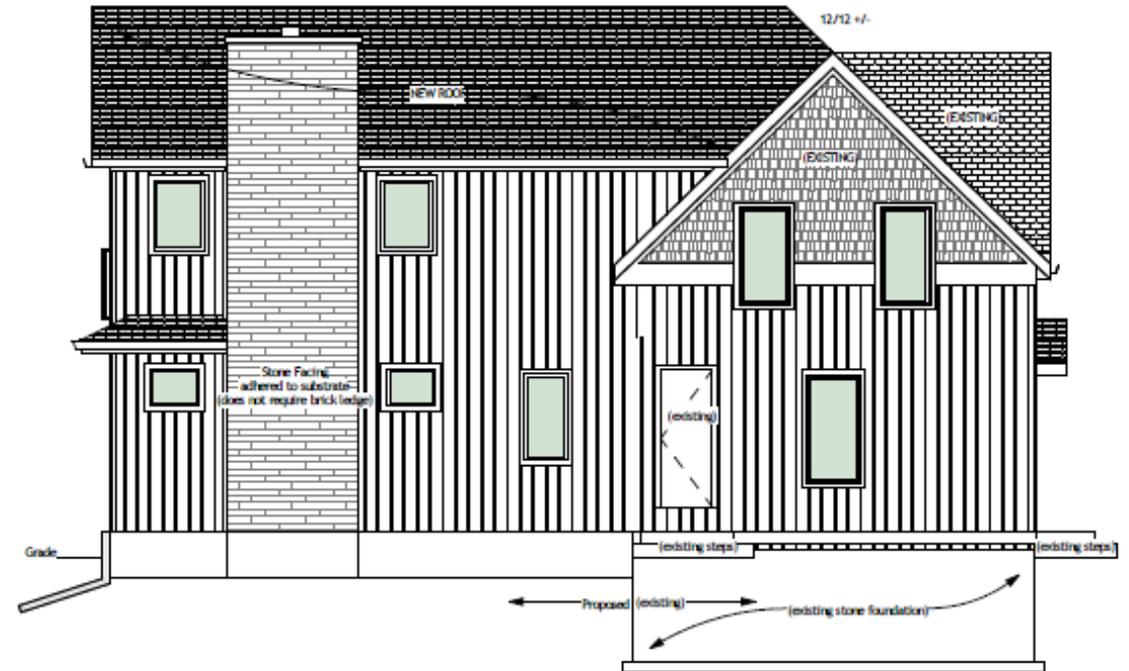
West Elevation



South Elevation



East Elevation





PERMIT NO. NP.2018.013

Date: September 19, 2018

IN ACCORDANCE WITH ONTARIO REGULATION 179/05.

Permission has been granted to:

Owner: Kelly Scott
624 Strigley Street
Newmarket, ON L3Y 1W8

Applicant: Koa Tree Design
Mark Weston
1151 Gorham Street, Unit 12
Newmarket, ON L3Y 8Y1

Location: Lot 34, Concession 2
624 Strigley Street
Town of Newmarket, Regional Municipality of York

For the: Construction of an addition to existing dwelling as shown on plans submitted and marked "approved" on the above property during the period of September 19, 2018 to December 31, 2019

Subject to the following conditions:

- a) All development subject to provincial, federal and municipal statutes, regulations and by-laws.
- b) This permit does not confer upon you any right to occupy, develop or flood lands owned by other persons or agencies.
- c) The applicant must maintain and comply with the local drainage requirements of the municipality.
- d) This permit is only valid provided that the current zoning permits this use and the development described above
- e) That the proposed structure be flood proofed by constructing all openings and finished floor a minimum of 30 cm (0.3m) above the regulatory storm flood elevation of 237.14 metres A.S.L.
- f) That all electrical outlets, main panel and permanent heating equipment be positioned a minimum of 30 cm (0.3m) above the regulatory storm flood elevation of 237.14 metres A.S.L.
- g) That all areas of exposed soil be stabilized immediately following construction.
- h) That sediment and erosion controls be installed prior to the commencement of any works onsite. Silt controls are to be installed after every rainfall event and maintained until all exposed areas have been stabilized in order to prevent silt from leaving the site or entering a watercourse or water body.

*NOTE: The approved plans submitted with the application for this permit are hereby incorporated into and constitute part of this permit. Any construction, placement of fill or interference with a watercourse or body of water otherwise than in accordance with such plans, constitutes a breach of this permit which may then be revoked at the option of the Authority. In addition, any person responsible for such activity is liable to prosecution.

Landowner:
Municipal Building Department
Applicant
File

Permit prepared by:

Chris Currie,
Environmental Regulations Analyst

Permit approved by:

Beverley G. Booth, MSc, MCIP, RPP
Manager, Regulations

LSRCA Approval

SKETCH SHOWING ELEVATIONS
TOWN OF NEWMARKET - REGIONAL MUNICIPALITY OF YORK
SCALE 1 : 300

LOT 34
LOT 3
LOT 4
LOT 5
LOT 1
LOT 2

REG'D PLAN 33
REG'D PLAN 34

Strigley Street

Gardens of the State Foundation

Block A
Block B
Block C
Block D
Block E
Block F
Block G
Block H
Block I
Block J
Block K
Block L
Block M
Block N
Block O
Block P
Block Q
Block R
Block S
Block T
Block U
Block V
Block W
Block X
Block Y
Block Z

LSRCA FLOOD ELEVATION 237.14 METRES A.S.L.

METRIC DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

E.R. GARDEN LIMITED
1201 FORD ST. 2ND FLOOR UNIT 101
NEWMARKET, ONTARIO L3Y 8E7
TEL: 905.895.1281 FAX: 905.895.1282
WWW.LSRCA.ON.CA

FILE NO. 17-7044

APPROVED
LAKE SIMCOE REGIONAL
CONSERVATION AUTHORITY
NEWARKET, ONTARIO
SEP 19 2018
2/4

RECEIVED BY LSRCA
AUG 31 2018

FILE 17-7044

Neighbours And Neighbourhood

- Only 1 neighbor on each side
 - Proposed addition will not equal to or exceed the depth of their dwelling
- No one behind or in front of us

- Proposed addition is in keeping with the current dwelling in terms of style and is in keeping with the neighbourhood in both style & size

Current Situation

- As a family we have spent close to 2 years on this process to gain approval from the LSRCA
- We have spent money in order to get our land surveyed again, have drawings completed for elevations and trusses as well as HVAC approved for approval from LSRCA. This required many revisions to be compliant.
- Our current home is too small for us to feasibly grow our family
- We do not want to move to increase our home size. We like the location of our home and our daughter's school and future high school.
- We have the funds lined up for this project, and as the economy changes and becomes for volatile, this projects finish date becomes more risky. As it stands today, this is a large undertaking, but if we cannot get this completed before the economic landscape changes our risk of higher interest rates increases.

Deputation and Further Notice Request Form

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

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

| | |
|--|---|
| Name: Rosemarie, Ian & Ajani Hypolite | |
| Organization / Group/ Business represented: | |
| Address: [REDACTED] | Postal Code: [REDACTED] |
| Daytime Phone No: | Home Phone: [REDACTED] |
| Email: [REDACTED] | Date of Meeting: April 29, 2019 |
| Is this an item on the Agenda? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Agenda Item No: |
| <input type="checkbox"/> I request future notification of meetings | <input checked="" type="checkbox"/> I wish to address Council / Committee |
| Describe in detail the reason for the deputation and what action you will be asking Council/Committee to take (if applicable): Interim By-Law 2019-04 My family of 4 includes two young children 5 and 4 years of age We have outgrown the bungalow and hope to build on our house The hygiene of sharing one bathroom with strangers etc. has become problematic. We love the area in which we live our kids are enrolled in school and we do not want to move Most of the homes on our street are two stories (24 in all). Our home is one of the smallest on the street The second story would be in line with the aesthetics and feel of the neighborhood My family is kindly requesting consideration for relief from the interim control by-law 2019-04. | |
| Do you wish to provide a written or electronic communication or background information <input type="checkbox"/> Yes <input type="checkbox"/> No Please submit all materials at least 5 days before the meeting. | |

Deputation Guidelines:

- Deputations related to items on the agenda can be accommodated up to and including the meeting day;
- Deputations related to items not on the agenda may be scheduled within sixty (60) days of receipt of this form;
- Deputations will not be heard on a matter decided upon by Council until ninety (90) days have passed from the date of the matter's disposition by Council;
- Deputations are limited to 5 minutes.

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Personal information on this form will be used for the purposes of sending correspondence relating to matters before Council. Your name, address, comments, and any other personal information, is collected and maintained for the purpose of creating a record that is available to the general public in a hard copy format and on the internet in an electronic format pursuant to Section 27 of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended. Questions about this collection should be directed to the Director of Legislative Services/Town Clerk, Town of Newmarket, 395 Mulock Drive, P.O. Box 328, STN Main, Newmarket, ON L3Y 4X7; Telephone 905 895-5193 Ext. 2211 Fax 905-953-5100

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| | |
|---|---|
| Name: Andrea Skinner (Aird & Berlis LLP) | |
| Organization / Group/ Business represented: Giocon Developments Inc. | |
| Address: 84 Howard Road | Postal Code: |
| Daytime Phone No: [REDACTED] | Home Phone: |
| [REDACTED] | Date of Meeting: April 29, 2019 |
| Is this an item on the Agenda? <input type="checkbox"/> Yes <input type="checkbox"/> No | Agenda Item No: 4 |
| <input checked="" type="checkbox"/> I request future notification of meetings | <input checked="" type="checkbox"/> I wish to address Council / Committee |
| Describe in detail the reason for the deputation and what action you will be asking Council/Committee to take (if applicable): I wish to make a deputation to Committee of the Whole at its meeting on April 29, 2019 (under item 4 of the Agenda). The subject matter of the deputation is: Interim Control By-law - 84 Howard Road. Specifically, I will be asking Committee / Council to confirm (if Town staff have not done so in the interim) that my client's lands are exempt from the operation of the Interim Control By-law (on the basis that a complete application for a minor variance existed before the ICBL was passed and was, in fact, approved by the Ontario Municipal Board) and that my client is therefore eligible to apply for a building permit as stated in section 7 of the ICBL. A copy of my letter dated March 25, 2019 (with selected attachments) is enclosed. To date, I have not received a satisfactory answer to this letter. Thank you for the opportunity to speak. | |
| Do you wish to provide a written or electronic communication or background information <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please submit all materials at least 5 days before the meeting. | |

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| | |
|---|---|
| Name: <u>SPUNK ROSETRON</u> | |
| Organization / Group/ Business represented: | |
| Address: [REDACTED] | Postal Code: [REDACTED] |
| Daytime Phone No: [REDACTED] | Home Phone: [REDACTED] |
| Email: [REDACTED] | Date of Meeting: <u>APRIL 24/19</u> |
| Is this an item on the Agenda? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Agenda Item No: |
| <input checked="" type="checkbox"/> I request future notification of meetings | <input checked="" type="checkbox"/> I wish to address Council / Committee |
| Describe in detail the reason for the deputation and what action you will be asking Council/Committee to take (if applicable): <u>THE PATTERSON/DAVIS Dr DEVELOPMENTS, I WOULD PREFER THE CITY NOT ALLOW HULLINGSWORTH TO DEVELOP + KEEP SPACE FOR FUTURE GREEN SPACE FOR FAMILIES. KEEP THE ARENA IF IT CAN BE OPENED TO PUBLIC MORE + KEEPING IS NOT TOO EXPENSIVE.</u> | |
| Do you wish to provide a written or electronic communication or background information <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |
| Please submit all materials at least 5 days before the meeting. | |

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

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

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

Report Number: 2019-40

Department(s): Planning & Building Services

Author(s): Adrian Cammaert

Meeting Date: April 29, 2019

Recommendations

1. That the report entitled “Potential Redevelopment - 693 & 713 Davis Drive and 35 Patterson Street (Hollingsworth Arena Site)”, dated April 29, 2019 be received;
2. That Council endorse in principle the notion of redeveloping the entirety of the properties municipally known as 693 Davis Drive, 713 Davis Drive and 35 Patterson Street, in a manner generally consistent with the conceptual drawings entitled “Scenario 2 – Site Plan” and “Scenario 2 – Aerial View”, attached to this Report, prepared by the Briarwood Development Group, dated December 7, 2018; and,
3. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Purpose

The purpose of this Report is to provide Council with sufficient information in order to assist with a strategic land use decision on the properties known as 693 Davis Drive, 713 Davis Drive, and the Town-owned 35 Patterson Street / the Hollingsworth Arena property (combined, hereafter referred to as the ‘subject properties’).

Background

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

As per direction received at the June, 2018 Committee of the Whole meeting, the Briarwood Development Group revised the concept and subsequently submitted two revised concept plans dated December 7, 2018 for presentation to the public at a developer-led Public Information Centre (PIC). This developer-led PIC was held on February 5, 2019, where the Briarwood Development Group presented their two concept plans (Scenario 1 and Scenario 2, dated December 7, 2018) to the public.

On April 15, Council formally decided to decommission the Hollingsworth Arena. With this decision made, the Council must now make a decision regarding the future use of this property. As Council is aware, the Briarwood Development Group has expressed an interest in purchasing the arena property to facilitate the comprehensive redevelopment of the subject properties. This report will provide background information to Council to assist in this decision.

Discussion

Two Redevelopment Scenarios

The Briarwood Development Group has prepared two redevelopment scenarios, Scenario 1 and Scenario 2, as described in greater detail in the following sections:

Scenario 1 (attachments 1 & 2)

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

This concept shows two 15 storey point towers connected by a 2 and 3 storey podium, an 'urban park' fronting along Davis Drive, and commercial uses at the base of each tower fronting Davis Drive and the urban park. Townhouse units are also shown at the base of each tower, facing Patterson Street and the internal street located east of the eastern tower. Finally, limited surface parking is shown to the north and east of the towers; the majority of the required parking is located underground.

In total, 289 residential units are shown (apartment and townhouse), as well as 1,260 sq m of commercial space.

The balance of the subject properties (specifically the remainder of the Hollingsworth Arena property) is shown as a 'community park'.

Scenario 2 (attachments 3 & 4)

This concept is a revised version of the concept presented to Council in June, 2018 (the “Initial Concept”). It is applicable to the entirety of the subject properties.

This concept shares the same development as Scenario 1 on the two properties that front on Davis Drive and the southerly 21m of the Hollingsworth Arena property, including the two 15 storey towers, podium, townhouse units, commercial uses, urban park and limited surface parking.

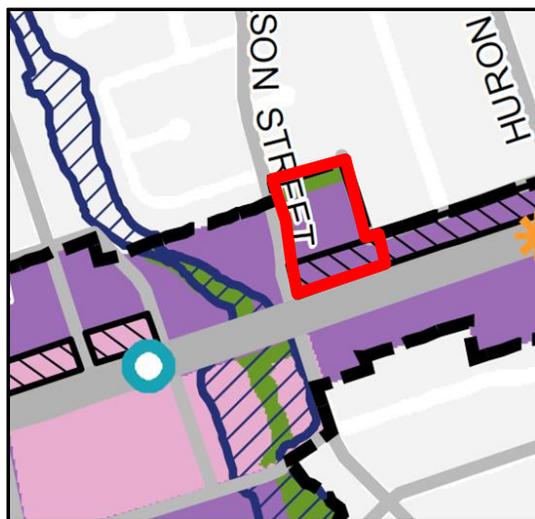
However, this concept differs from Scenario 1 as it relates to the balance of the subject properties (specifically the remainder of the Hollingsworth Arena property). In this area, a 6 storey residential building is shown with limited surface parking area, and a ‘community park’ located in the northern area of the property along the Irwin Street frontage. The uses of the 6 storey building are identified as ‘community facility’ on a portion of the ground floor, and a ‘senior’s residence’ in the remainder of the building.

With the inclusion of the 6 storey residential building, 120 residential units and 798 sq m of community space is added to the redevelopment concept. The total number of residential units in this concept is 409.

Attachment 5 provides a comparison sheet of redevelopment Scenarios 1 and 2.

Urban Centres Secondary Plan Sets the Vision for the Properties

As noted in Report 2019-01, the Urban Centres Secondary Plan sets out the vision for the subject properties. This vision consists of redeveloping these properties in a more intensive, efficient urban form than what currently exists.



In terms of land use, the Secondary Plan designates the majority of the subject properties Mixed Use (residential, commercial, employment, community uses, etc.) and requires at-grade commercial uses fronting along Davis Drive through the use of a Priority Commercial Area overlay. There is also an area

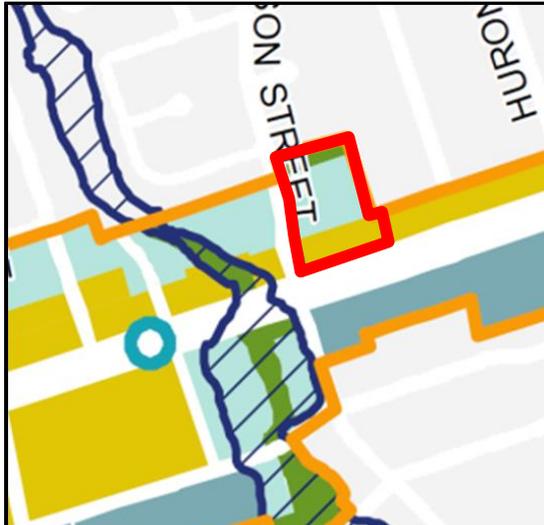
designated Parks and Open Space along the Irwin Crescent frontage.

The Secondary Plan designates the two

properties that front on Davis Drive and the southerly 21m of the Hollingsworth Arena property as Medium-High Density, which requires building heights ranging from 4-12 storeys and floor space indexes (FSI) ranging from 2.0 to 2.5. The remainder of the subject properties are designated Low Density which requires building heights ranging

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

from 2-6 storeys and floor space indexes (FSI) ranging from 1.5 to 2.0. With these height and density designations, the higher and more intensive development is concentrated along the Davis Drive frontage, decreasing towards the northern part of the subject sites.



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

| | permitted min. height | permitted max. height | permitted min. FSI | permitted max. FSI | discretionary max. height with bonusing | discretionary max. FSI with bonusing |
|---------------------|-----------------------|-----------------------|--------------------|--------------------|---|--------------------------------------|
| High Density | 6 storeys (20m) | 17 storeys (53m) | 2.5 | 3.5 | 20 storeys (62m) | 4.0 |
| Medium-High Density | 4 storeys (14m) | 12 storeys (38m) | 2.0 | 2.5 | 15 storeys (47m) | 3.0 |
| Medium Density | 3 storeys (11m) | 8 storeys (26m) | 1.5 | 2.0 | 10 storeys (32m) | 2.5 |
| Low Density | 2 storeys (8m) | 6 storeys (14m) | 1.5 | 2.0 | | |

Note: - Bonusing is subject to Policy 6.4.5 iv.
- The proposed streets network is shown conceptually on this Schedule and will be determined in accordance with Policy 8.3.2.

Being a Council-approved planning document, any redevelopment of the subject properties must be consistent with these requirements, not only regarding *maximum* limits,

but also *minimum* requirements such as minimum building heights and densities. Based on a preliminary review of the materials provided by Briarwood Developments, it appears that ‘Scenario 1’ and Scenario 2’ both generally satisfy the Urban Centres Secondary Plan’s vision; this conclusion was noted previously in Report 2019-1.

Marketing the Corridors Efforts

As noted in Information Report 2018-44, a series of cross-departmental initiatives were identified in order to facilitate the redevelopment of the Yonge Street and Davis Drive corridors. This project became known as the ‘Marketing the Corridors’ campaign, and various departments were tasked with determining and implementing ways to encourage the redevelopment of the Yonge Street and Davis Drive corridors.

A total of 9 policy-related initiatives were completed by Planning and Building Services, including those that reduced hard and soft development costs in our corridors in an effort to make the Town more competitive. These initiatives included the reduction of parking requirements, the development of density bonusing guidelines, the update to and reinstatement of the Town’s Development Charge Deferral policy, and an update to the Servicing Allocation Policy to focus prioritization to the Urban Centres. Finally, the preparation and passing of the Urban Centres Zoning By-law, which ‘zoned-in’ almost

20 million square feet (1,858,061 square metres) of additional mixed-use space along our transit-supported Urban Centre corridors.

These planning initiatives were completed in parallel with a Community Investment Brand/Marketing and Communications Strategy, headed by Economic Development and Corporate Communications. This initiative involved the creation of a print and digital marketing strategy intended to attract further development and sustainable interest in Newmarket's corridors.

Finally, various members of the Town's senior staff and elected officials meet regularly with developers and owners of strategic landholdings along the corridors to advise on the Marketing the Corridors campaign and obtain information on any redevelopment plans.

The above noted efforts are beginning to pay dividends. An increasing number of developers are requesting pre-consultation meetings, expressing interest in developing their properties for higher, denser and more efficient uses, as per the vision of the Urban Centres Secondary Plan.

One such developer is the Briarwood Development Group, whose redevelopment scenarios (particularly Scenario 2) generally implement the approved planning vision of the subject properties as per the Secondary Plan.

Major Transit Station Area (BRT)

As defined by provincial policy, Major Transit Station Areas (MTSAs) are the areas within an approximate 500 metre radius of any existing or planned higher order transit station, including Bus Rapid Transit (BRT) stations and GO Rail Stations. Newmarket has a total of 12 such station areas.

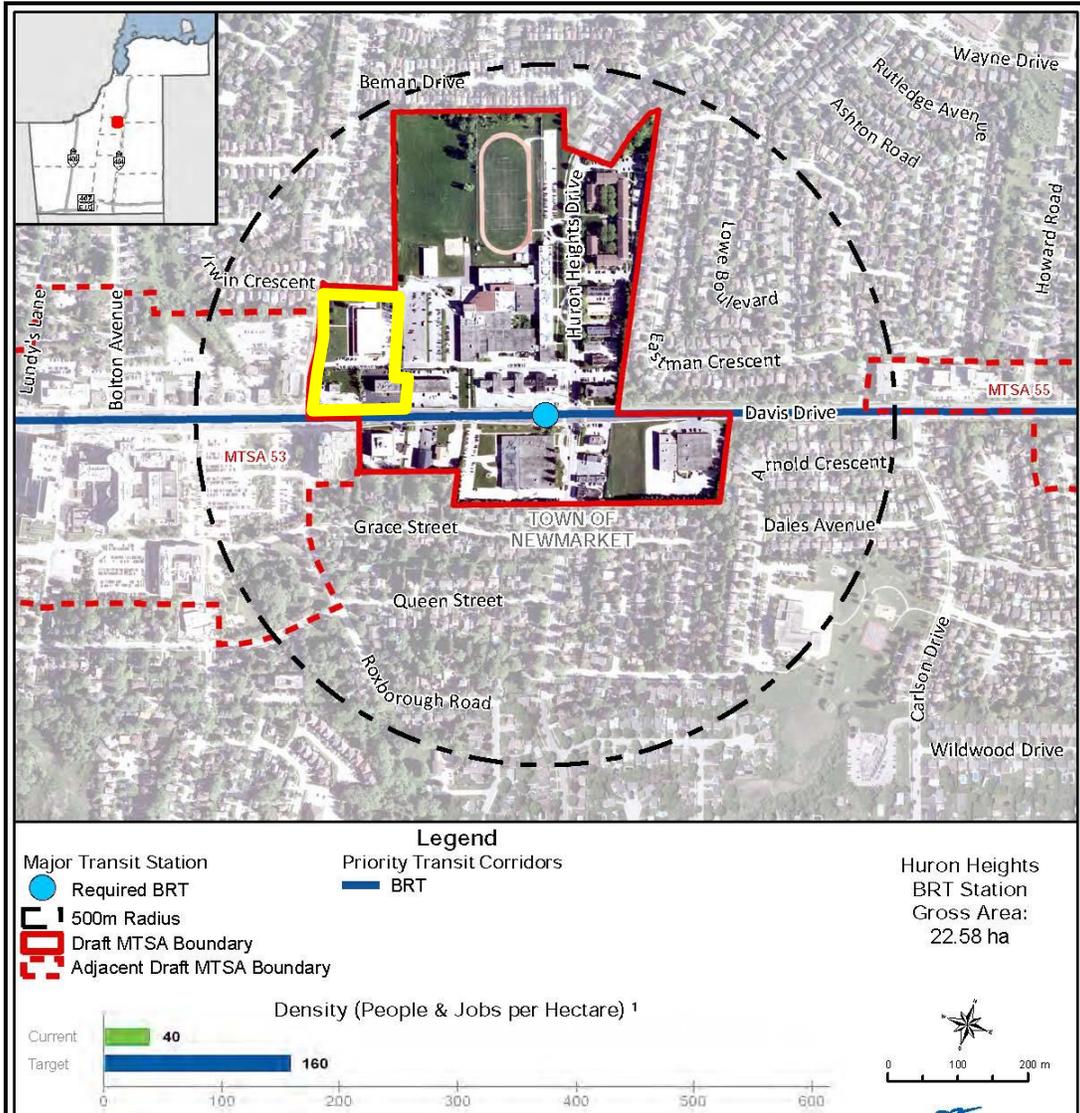
As per provincial policy, MTSAs are to be focus areas for growth and development. In particular, BRT stations must be planned to accommodate a minimum of 160 people and jobs (combined) per hectare. This is a fundamental planning principle, known as Transit Oriented Development, where higher levels of people and jobs are located in close proximity to transit in order to achieve more efficient use of land and servicing infrastructure, and create healthier, more walkable communities.

York Region is required to delineate and set minimum density targets for MTSAs. Over the last year, staff have been working closely with York Region staff through the Municipal Comprehensive Review to both delineate and set the minimum density targets for each MTSA (these areas and density targets are currently in draft form and are awaiting approval by the Region).

The subject properties are located in The Huron Heights BRT Station MTSA as mapped below. This MTSA has a required minimum density target of 160 people and jobs (combined) per hectare, thereby satisfying the minimum density target as set out in provincial policy. Significant redevelopment within this MTSA is required in order to

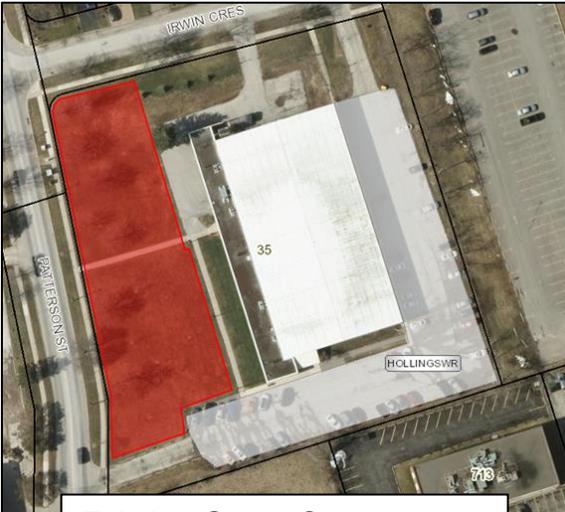
Potential Redevelopment – 693 & 713 Davis Drive and 35 Patterson Street

meet this future density target; the contemplated Briarwood redevelopment scenarios (particularly Scenario 2) would assist in this regard.

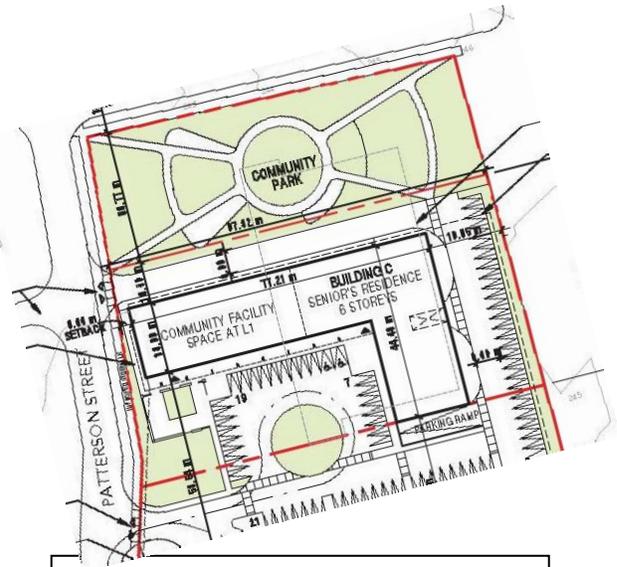


Parkland Area

It is understood that many residents in the surrounding neighbourhood currently use the green space located to the west of the existing arena building for informal recreation purposes. Therefore a comparison of this area has been undertaken to see how this informal green space compares with the potential 'community park' area shown on Scenario 2. As shown in red below, these areas are generally comparable in shape but the 'community park' in Scenario 2 is slightly larger.



Existing Green Space
Approx. 2,600 sq m (0.26ha)



Scenario 2's 'Community Park'
Approx. 3,300 sq m (0.33ha)

Recreation Opportunities

Within the Recreation Playbook, the north-east quadrant of the Town was identified as an area in which residents would benefit from a number of recreational opportunities. With the decommissioning of Hollingsworth Arena, this site represents an excellent opportunity to address a couple of key facilities recommended within the Playbook. Specifically, this site would be the ideal location for a Spray Pad and a paved basketball court that could accommodate a community run outdoor rink during the winter months. There is a lack of these type of amenities anywhere in the area.

The addition of these types of amenities could be accommodated in a park environment that could be built in either of the proposed development scenarios. In the case of Scenario 2, this would occur in the area identified as "community park" along the Irwin Street frontage.

Preferred Redevelopment Scenario

As noted in Report 2019-1 (as well as earlier in this Report):

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

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

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

Although both redevelopment scenarios generally satisfy the approved planning vision for the subject properties, Scenario 2 implements the Secondary Plan in a more fulsome manner in terms of land uses, building Heights and densities, including the community park shown in the northern area of the subject properties which implements the linear ‘Parks and Open Space’ designation shown on Schedule 3 of the Secondary Plan.

Therefore, Scenario 2 is staff’s preferred redevelopment scenario. Accordingly, it is being recommended that the notion of redeveloping the entirety of the subject properties in a comprehensive manner, as exemplified by Scenario 2, be endorsed in principle.

Preliminary Planning Opinion vs Support

As Council is aware, a planning opinion of any kind is typically reserved until such time as a formal planning application has been submitted by a developer and reviewed by staff. However, this is a unique situation involving the potential sale of Town-owned land (the Hollingsworth arena property) and therefore a preliminary opinion is required to determine to what extent the redevelopment scenarios align with the approved planning vision for the subject properties. This preliminary opinion and accompanying information will assist Council in making an informed decision regarding this potential sale.

Should any future planning application be submitted involving the subject properties, all materials will be reviewed and a formal planning opinion will be provided to Council consistent with the statutory planning process. The preliminary planning opinion in this Report is not a statement of supportability on any such future planning application.

Conclusion

The Town is in the unique position of owning a significant portion of land within the Urban Centres that is central to implementing the approved planning vision in a key location within the Urban Centres.

In order to realize the approved planning vision for the subject properties, capitalize on the Marketing the Corridors initiative, and more expeditiously meet minimum density targets of the area, this Report is recommending that Council endorse in principle the notion of redeveloping the entirety of the properties municipally known as 693 Davis Drive, 713 Davis Drive and 35 Patterson Street, as exemplified by the ‘Scenario 2’ concept prepared by the Briarwood Development Group.

Business Plan and Strategic Plan Linkages

Well-Equipped and Managed:

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

Well-Planned and Connected:

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

Consultation

Internal stakeholders consulted during the preparation of this Report include Legal Services staff and Recreation and Culture Services staff.

Human Resource Considerations

None.

Budget Impact

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

Attachments

1. Redevelopment Scenario 1 – Site Plan, the Briarwood Development Group, dated December 7, 2018.
2. Redevelopment Scenario 1 – Aerial View, the Briarwood Development Group, dated December 7, 2018.
3. Redevelopment Scenario 2 – Site Plan, the Briarwood Development Group, dated December 7, 2018.
4. Redevelopment Scenario 2 – Aerial View, the Briarwood Development Group, dated December 7, 2018.
5. Comparison Sheet of Redevelopment Scenarios 1 & 2.

Approval

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

Jason Unger, MCIP, RPP
Assistant Director of Planning

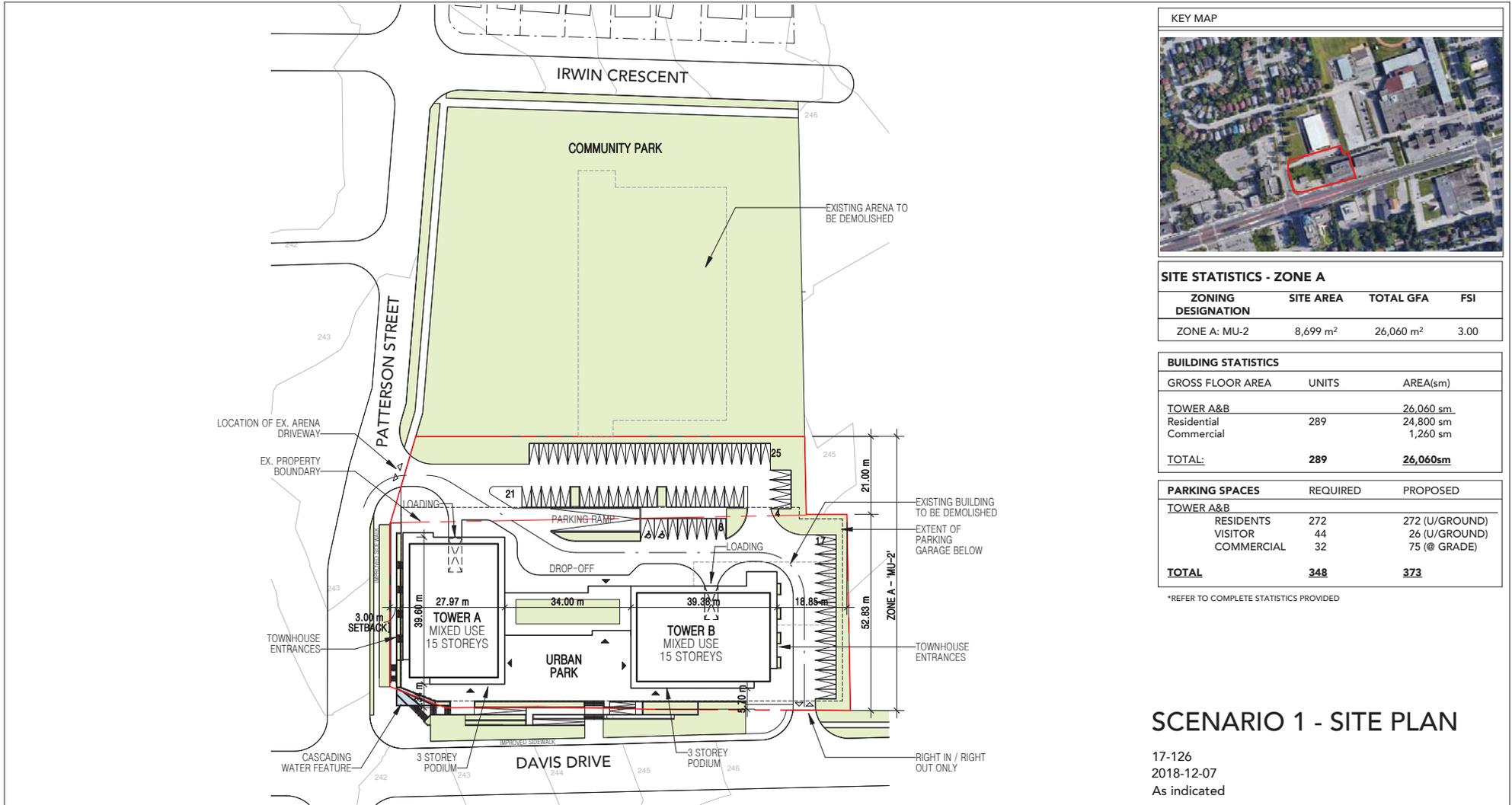
Potential Redevelopment – 693 & 713 Davis Drive and 35 Patterson Street

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

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

Contact

Adrian Cammaert, Senior Policy Planner, acammaert@newmarket.ca



DAVIS DRIVE & PATTERSON STREET
 693 - 713 Davis Drive
 Newmarket, ON

Briarwood Development Group

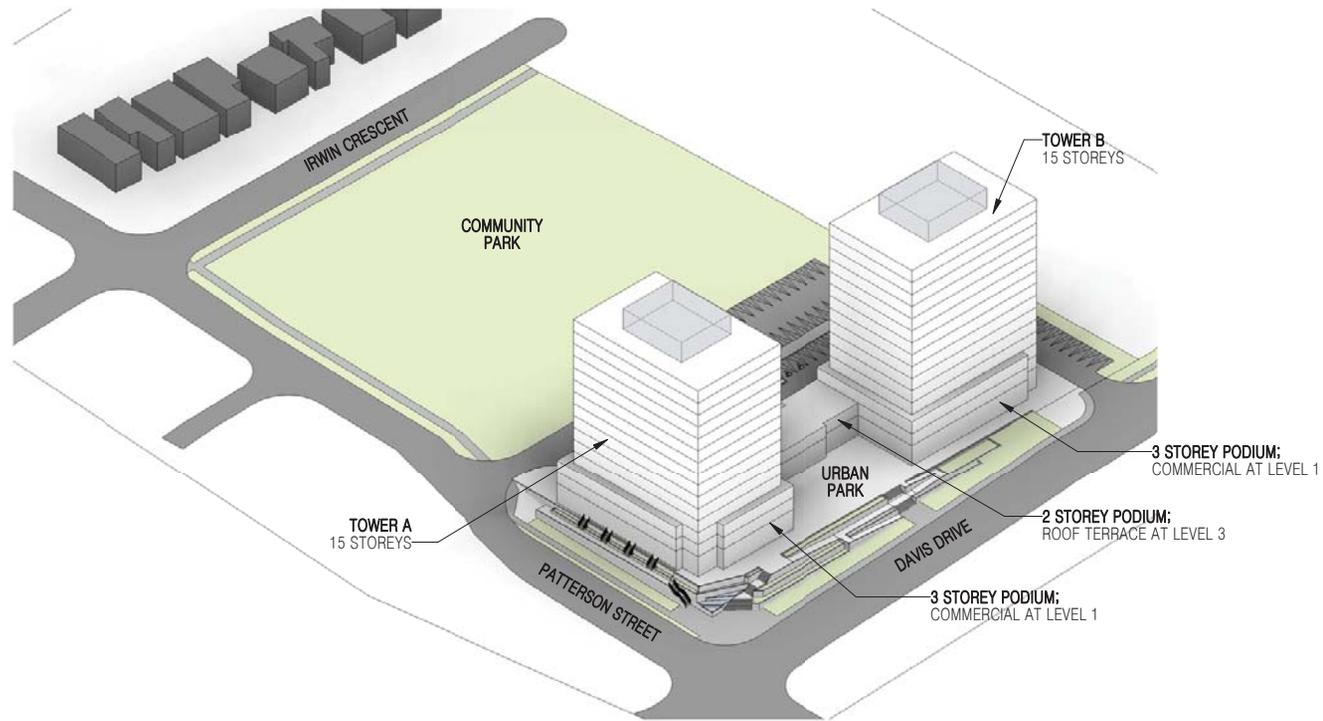


Kohn

Kohn Partnership Architects Inc.
 116 Spadina Avenue, Suite 501, Toronto ON M5V 2K6
 Tel 416.703.6700 www.kohnarchitects.com

SCENARIO 1 - SITE PLAN

17-126
 2018-12-07
 As indicated



SCENARIO 1 - AERIAL VIEW

17-126
2018-12-07

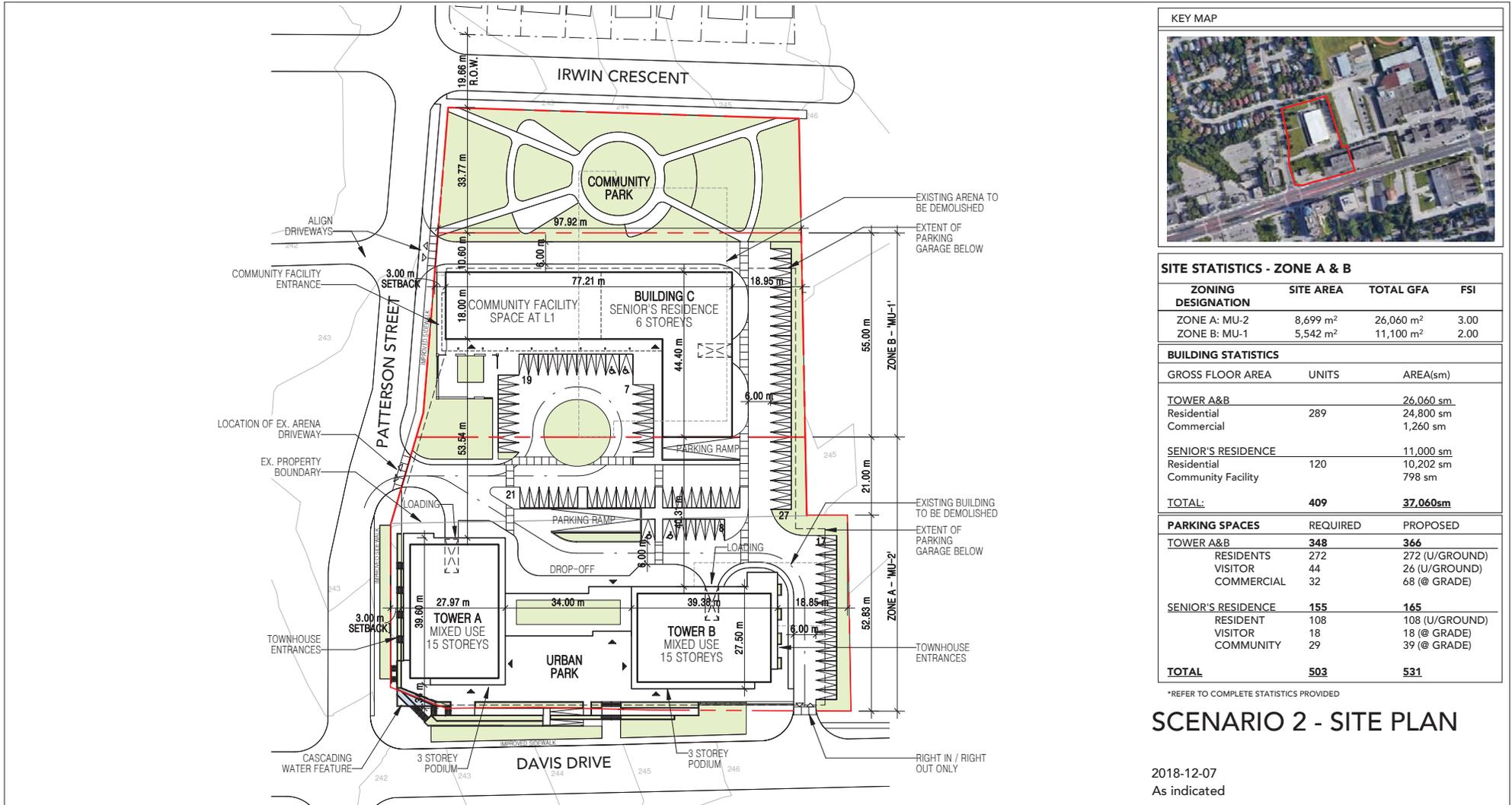
DAVIS DRIVE & PATTERSON STREET
693 - 713 Davis Drive
Newmarket, ON

Briarwood Development Group



Kohn

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116 Spadina Avenue, Suite 501, Toronto ON M5V 2K6
Tel 416.703.6700 www.kohnarchitects.com



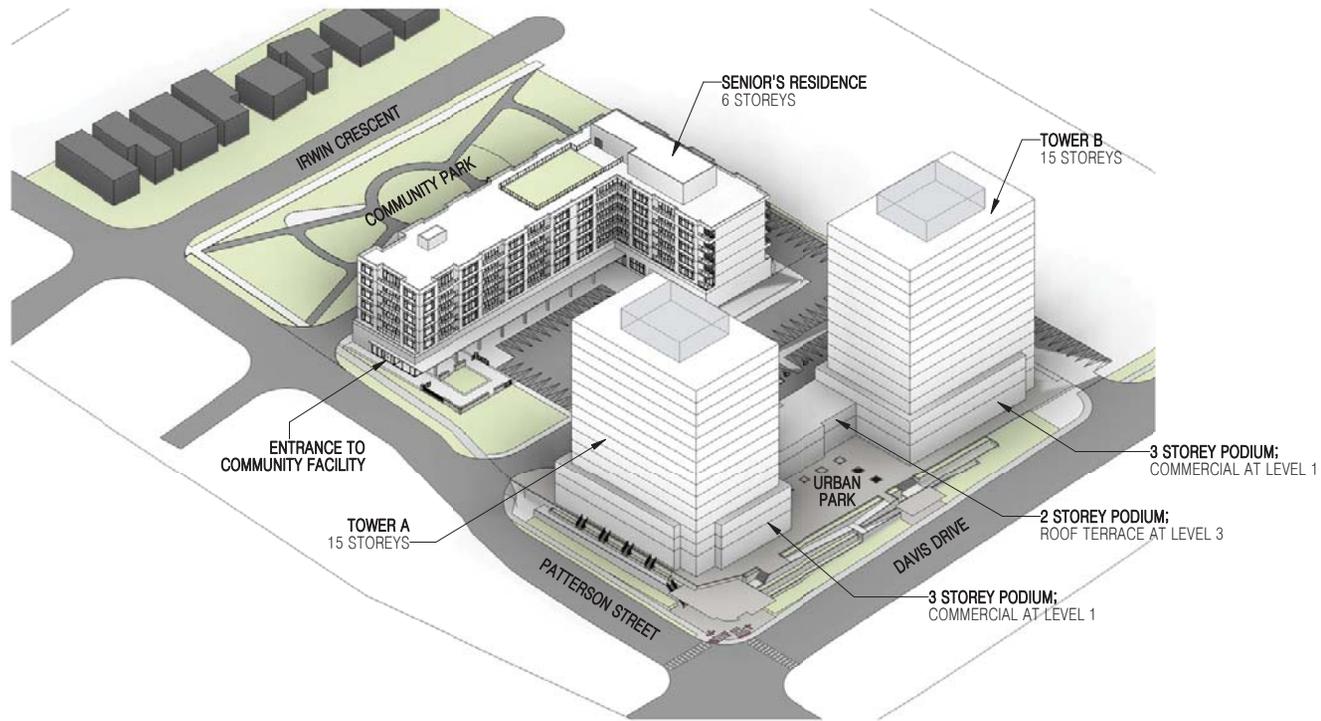
DAVIS DRIVE & PATTERSON STREET
693 - 713 Davis Drive
Newmarket, ON

Briarwood Development Group



Kohn

Kohn Partnership Architects Inc.
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Tel 416.703.6700 www.kohnarchitects.com



SCENARIO 2 - AERIAL VIEW

2018-12-07

DAVIS DRIVE & PATTERSON STREET
 693 - 713 Davis Drive
 Newmarket, ON

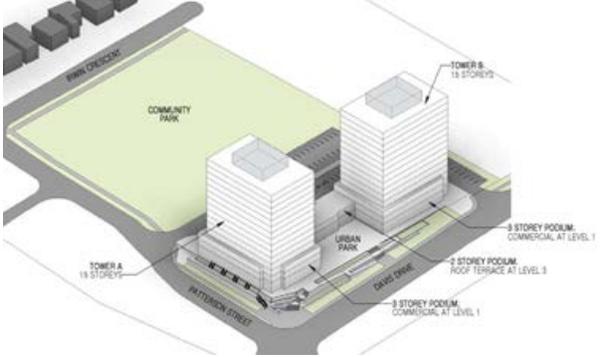
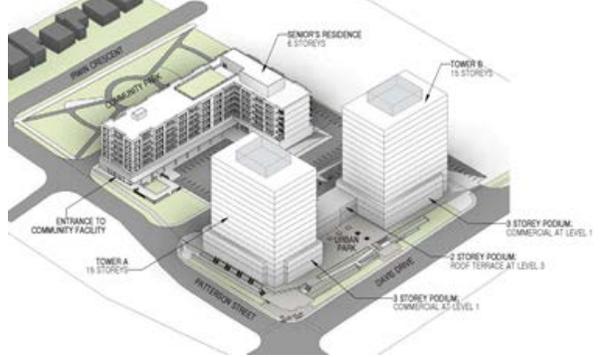
Briarwood Development Group



Kohn

Kohn Partnership Architects Inc.
 116 Spadina Avenue, Suite 501, Toronto ON M5V 2K6
 Tel 416.703.6700 www.kohnarchitects.com

Comparison Sheet of Redevelopment Scenarios 1 & 2

| Scenario 1 | Scenario 2 |
|--|--|
| Properties: 693 Davis Drive, 713 Davis Drive and the southerly 21m of 35 Patterson Street | Properties: 693 Davis Drive, 713 Davis Drive and 35 Patterson Street |
| Conceptual Rendering | |
|  |  |
| Implement the vision of the Secondary Plan? | |
| Yes, in a staged manner. Davis Drive / tower portions are redeveloped without precluding future redevelopment of the arena portion. | Yes, in a comprehensive manner. |
| Building Heights | |
| Towers: <ul style="list-style-type: none"> • Tower A: 15 Storeys (47m) • Tower B: 15 Storeys (47m) Podium: <ul style="list-style-type: none"> • 2-3 storeys (max 11m) | Towers: <ul style="list-style-type: none"> • Tower A: 15 Storeys (47m) • Tower B: 15 Storeys (47m) Podium: <ul style="list-style-type: none"> • 2-3 storeys (max 11m) Mid-rise: <ul style="list-style-type: none"> • 6 storeys (22m) |
| Density | |
| Tower portion: <ul style="list-style-type: none"> • 3.0 | Tower portion: <ul style="list-style-type: none"> • 3.0 Mid-rise portion: <ul style="list-style-type: none"> • 2.0 |
| Section 37 Bonusing Required? | |
| Yes, for Davis Drive tower portions | Yes, for Davis Drive tower portions |
| Total Number of Residential Units | |
| Tower portion: 289 TOTAL: 289 | Tower portion: 289 Mid-rise portion: 120 TOTAL: 409 |
| Inclusion of Mid-rise? | |
| No | Yes |
| Inclusion of Commercial Presence along Davis Drive? | |
| Yes, 1260 sq m | Yes, 1260 sq m |
| Inclusion of indoor Community Facility area? | |
| No | Yes, 798 sq m |
| Parkland | |
| 1. Urban Park fronting on Davis Drive | 1. Urban Park fronting on Davis Drive 2. Community Park fronting on Irwin Crescent |
| Require Sale of Arena Property? | |
| Yes, the southernmost 21m at a minimum. | Yes, in its entirety. |



Town of Newmarket
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2018 – 2022 Council Strategic Priorities Staff Report to Council

Report Number: 2019-44
 Department(s): Office of the CAO
 Community Services
 Corporate Services
 Development and Infrastructure Services
 Author(s): Ian McDougall, Commissioner of Community Services
 Lisa Lyons, Director of Legislative Services
 Susan Chase, Director of Innovation and Strategic Initiatives
 Meeting Date: April 29, 2019

Recommendations

1. That the attached Vision, Strategic Pillars and Strategic Priorities contained within the Final Report from MDB Insight be adopted;
2. And That Staff report back to Council with respect to a fulsome, ongoing community plan and an overall performance measurement approach intended to track and present progress.

Purpose

The purpose of this Report is to present the final report by MDB Insight, seek adoption of the 2018 – 2022 Council Strategic Pillars and Priorities, and direct staff for related follow –up action items with respect to performance measurement and internal/external communication. In adopting the recommendations, Council will confirm the Community Vision Statement, six Strategic Pillars, and thirty Strategic Priorities. This direction will complement the following existing foundational strategies: Corporate Mission Statement and Corporate Values.

2018-2022 Council Strategic Priorities

Background

Council had established Council Strategic Priorities for the 2014 – 2018 term. A final summary report was recently circulated (CAO - Information Report # 2019 – 02). In total, thirty-four of the forty-two key initiatives, all of which are linked back to the five pillars, were completed and/or embedded into ongoing practice within the organization. The remaining eight items are subject to continued efforts. They include:

- Complete a long-term downtown parking strategy;
- Establish a way-finding program for downtown;
- Establish a development strategy for the Community Centre lands;
- Support the completion of vivaNext construction along Yonge Street and Davis Drive and Town related works;
- Explore/develop a long term strategy for municipal facilities and potential recreation and community “hub”;
- Complete community accommodation planning study which explores the use for all Town owned lands and facilities for all civic uses;
- Complete a service pricing policy review;
- Review opportunities to better connect Regional Express Rail initiatives to the Town.

Note: Further advancement of a number of the above initiatives will naturally occur given they converge with the 2018 – 2022 Council Strategic Priorities.

Specific to the 2018 – 2022 term and the development of Strategic Priorities, arrival to this point has consisted of approximately four months of work invested by Council and staff. The complete summary of the methodology, informing documents, interviews, workshops, and preliminary research into performance measurement (dashboard options) is contained within the attached report completed by MDB Insight (Please see Attachment).

Conclusion

Council Strategic Priorities are critical to help focus Council and staff, clearly articulate to the public our collective emphasis of human and financial resources, and form the basis of measurement and success over the term of Council.

Performance management speaks to staff working closely with Council to research, develop and recommend a dashboard approach with respect to tracking both the Council Strategic Pillar/Priorities but also a cross section of other municipal indicators that would benefit ongoing and future business planning and decision-making.

2018 -2022 Council Strategic Priorities

Business Plan and Strategic Plan Linkages

As well, within the performance management considerations will be consideration as to how to adjust the Council Information and Community of the Whole Report Template to include appropriate linkages with the 2019 – 2022 Council Strategic Priorities to assist Council in debate and deliberation of future report recommendations.

Consultation

Council's Strategic Priorities intentionally build upon the Community Survey results. The Community Survey is a statistically significant, comprehensive survey that is done once every four years. The most recent Community Survey results were reported to Council in December (2018), which coincides nicely with the development of the 2018 – 2022 Council Strategic Priorities.

In addition, a number of projects and initiatives that will be linked with priorities will be subject to community engagement through the existing and emerging tools and tactics aimed at seeking community inputs.

Human Resource Considerations

Development of the 2018 – 2022 Council Strategic Priorities were done using existing staff working with the assistance of MDB Insight. Any human resource considerations associated with the implementation of the pillars/priorities will be subject to the annual budget process.

Budget Impact

Implementation of the recommendations would coincide with annual operating and capital budget considerations.

Attachments

One attachment: MDB Insight Final Report

Approval

Jag Sharma

2018 -2022 Council Strategic Priorities

CAO

Ian McDougall
Commissioner of Community Services

Peter Noehammer
Commissioner of Development and Infrastructure Services

Esther Armchuk
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Newmarket

Town of Newmarket – Strategic Priority Setting Final Report

April 8, 2019



MDB Contents

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1. Executive Summary

Since Fall 2018 the Town of Newmarket has been actively engaged in a strategic priority setting initiative designed to guide and inform Council on key areas of focus over the current term to 2022. Beginning with a Citizen Satisfaction Survey and expanded to include a highly interactive process involving staff and members of Council, a range of strategic themes and priorities emerged and formed the foundation for Council's strategy priorities to 2022.

As part of this project, Council and staff also had an opportunity to revisit the current Community Vision for the Town of Newmarket. The refreshed Community Vision set the tone for all strategic priorities and helped to define the major strategic goals that Council has chosen to pursue in a quest to achieve that Vision.

The Strategic Pillars and Priorities identified for the 2018-2022 term of Council represent a more targeted focus and a commitment to transparency and open government through updated measurement, evaluation and reporting frameworks.

Driving the priority-setting process was a desire to be exceptional; to foster a Newmarket that is truly 'Well beyond the ordinary' in terms of lifestyle, economic opportunity, quality of place, and good governance. Embedded in the Strategic Pillars and Priorities is the desire to deploy innovative tools and tactics towards the attainment of the Vision, and for Newmarket to be seen as a leader within the region and across the province.

1.1 Strategic Pillars

Strategic pillars form the foundation from which the Vision is achieved. Each pillar reflects an area of priority that will advance the Town of Newmarket towards its desired future state. For the 2018-2022 Council term, six pillars have been identified.

Long-term Financial Sustainability

Maintaining long-term financial sustainability while ensuring a thriving community

This pillar reflects a focus on ensuring that the Town is operating as effectively and efficiently as possible and that there is a continued focus on planning and preparing for future financial demands.

Extraordinary Places and Spaces (priority focus on the Mulock park)

Creating the environment for an engaged, accessible, inclusive community





Place-making is seen to be an important priority under this pillar because of the role it plays in contributing both economic and social vibrancy. The concept of place-making is expanded to include a focus on creating spaces that are inclusive and welcoming to all members of the community.

Safe Transportation (Streets)

Providing exceptional transportation experiences across all modes through continuous improvement of accessibility, safety and speed reduction

A key tenet of this pillar is a focus on supporting safe shared use of roadways, trails and other transportation systems so that all users and all modes of transport can coexist effectively.

Economic Leadership and Job Creation

Attracting, retaining and expanding jobs through innovation, collaboration and urbanization

The concept of urbanization recognizes that, as the population grows, the composition of Newmarket will evolve and reflect change patterns relating to development and density. The Town of Newmarket intends to move forward in a way that maximizes both economic opportunity and liveability.

Vibrancy on Yonge, Davis and Mulock

Supporting enhanced access to diverse housing, office and retail options

This pillar recognizes that Newmarket's growing population and shifting demographics are creating demand for varied housing options accessible to families and individuals at all points on the economic spectrum.

Environmental Stewardship

Leading proactive planning and action related to climate change and other environmental initiatives

This pillar informs all planning, program design, and service delivery undertaken by the Town.

1.2 Moving to Implementation

Under each of the Strategic Pillars, a series of Strategic priorities were identified for the 2018-2022 term of Council. These are not an exhaustive list of all actions and activities that the Town will undertake, rather they serve to focus energy, attention and resources toward the primary initiatives that will be advanced by staff over the next four years.

The Town of Newmarket has also undertaken a phased approach to the implementation of standardized performance measures to support both internal reporting and planning as well as external reporting on progress to the community. In essence, effective performance measures report on what gets done and focuses on results and the efficient use of resources.



2. Introduction

This report is intended to provide a comprehensive overview of the strategic priority setting process and the results of that process; the strategic pillars and priorities that have been identified for the 2018-2022 term of Council. The strategic pillars and priorities represent the extensive engagement with Council, staff and the community. The strategic pillars and priorities are a reflection of Council's understanding of Newmarket's strengths, opportunities, challenges, and values. They are the result of extensive public engagement on the part of Council as well as staff and key stakeholder input. They are intended to reflect both the issues and priorities that matter most to residents as well as best practices in municipal governance.

The strategic priorities that have been identified will serve to guide Town operations and service delivery over the next four years. They will inform the development of departmental business plans and individual work plans throughout the corporation. This alignment supports effective and efficient allocation of resources and clarity of focus for all Town employees.

This report is intended to be used to guide planning, resource allocation, and performance measurement to 2022. It is also intended to support community engagement and communication efforts by providing insight into the intent behind each of the strategic pillars. Not only is it important to understand which priorities have been identified, but it is equally important ensure all staff, stakeholders, and members of the community have a clear understanding of how these priorities contribute to creating a Newmarket that is Well beyond the Ordinary.

3. Methodology

3.1.1 Background Review

An extensive background review was conducted at the outset of the project to inform the approach for identifying the strategic pillars and priorities. Background documentation consulted included:

- 2014 – 2018 Council Strategic Priorities and accompanying tracking/reporting documents
- 2018 Citizen Satisfaction Survey Results
- Urban Centres Secondary Plan
- Recreation Playbook
- Cultural Master Plan
- Economic Development Strategy 2016-2020
- Smart City Framework
- Innovation Strategy
- Asset Management Strategy (2016)
- Capital Financing Sustainability Strategy



- Central York Fire Services Master Plan
- Municipal Energy Plan
- Official Plan (2006)
- Oak Ridges Moraine Conservation Plan
- Secondary Plan - Yonge & Davis (Official Plan Amendment #10)
- Yonge and Davis Streetscape Master Plan

3.1.2 Council & Key Stakeholder Interviews

Following the completion of the background review, a series of 30-minute telephone interviews was conducted with members of Council and key stakeholders within the community in order to begin to identify emerging priority themes for consideration in the strategic priority setting process. These themes were summarized and reflected in presentation to Council at the outset of Strategic priority Setting Workshop #1.

The interviews further provided an opportunity to achieve clarity with respect to the need to potentially amend or update the existing vision statement for the Town of Newmarket. Interview participants had an opportunity to indicate whether they felt that the current vision should remain unchanged, be adjusted or updated, or be completely re-developed. The responses served to enable the consultants to scope the next steps of the visioning process.

3.1.3 Council Strategic Priority Setting Workshops

Council had an opportunity to participate in three facilitated workshops aimed at identifying the strategic pillars and priorities that would ultimately guide the Town operations for the 2018-2022 term of Council. The first workshop provided Council with a summary of the themes that had emerged as a result of the background review, initial interviews and feedback from senior staff. Using the Queen's Executive Decision-Making Centre technology, Council members were guided through a process of identifying and narrowing the emerging themes to arrive at a list of potential strategic pillars and priorities.

The second workshop focused on refining the proposed pillars and priorities. The strategic pillars and priorities that emerged from this workshop were then validated by staff to ensure that there were no significant operational concerns that might impair the ability of staff to deliver on the stated priority objectives.

The third workshop provided Council with an opportunity to provide clarification that would support staff in scoping various initiatives related to the priorities and to ensure that the wording of each pillar and priority accurately reflected Council's intent. Council also had an opportunity to review and comment on the proposed approach to the vision statement.

The culmination of this third workshop was the development of a final version of the Strategic Pillars and Priorities and confirmation of the proposed approach for the community vision.



3.1.4 Senior Staff Workshops

Members of the Corporate Management Team and Operational Leadership Team had an opportunity to participate in a series of facilitated workshops throughout the strategic priority setting process. Their input served to validate the pillars and priorities and ensure clear alignment with existing initiatives that are currently underway. Regular input from senior staff allowed for an operational lens to be applied, ensuring that the stated strategic objectives were achievable and could be reasonably supported by available resources.

Senior staff also had an opportunity to provide input on the revised approach to the Community Vision statement. The consensus of senior staff was that the Vision required a refresh to add a sense of dynamism that would enhance engagement with the community. Senior staff also highlighted the importance of being able to align reporting functions with the Vision in order to be able to evaluate all program and service delivery in terms of how it supports the overall Vision.

3.1.5 Staff validation and Action Item Identification

Led by members of the Operational Leadership Team, members of staff were invited to provide feedback on the proposed Strategic Pillars and Priorities as developed by Council during their workshop on January 29, 2019. Specifically, staff were asked to validate the proposed strategic direction and to identify any areas of significant concern or 'red flags' that could significantly impact Council's ability to move forward as proposed.

Staff engaged in dialogue to identify specific tactics or action items that would support the strategic priorities as part of this process. These actions will form the basis of the departmental business plans.

3.1.6 Vision Statement Review

Building on input provided by senior staff, Council was provided with an opportunity to review and provide input on a refresh of the Community Vision Statement. Council endorsed the recommendation to adopt a more concise version of the existing statement, "Well beyond the ordinary" and shift the focus of the statement from 'well' to 'beyond the ordinary'.

Recommendations were based on Council feedback, staff and stakeholder input, as well as a review of existing best practices across Canada.

3.1.7 Alignment with Departmental Business Plans

As part of this project, MDB Insight was tasked with developing a business planning tool or template would support alignment of departmental business plans to the over-arching strategic pillars and priorities. The template was designed to identify relevant progress measures and key performance indicators that would support external reporting through the creation of a public-facing dashboard reporting system. The proposed Business Planning Template is included as Appendix A of this document.



4. Summary of Inputs

4.1.1 Council

Council's input reflected their understanding of emerging trends and opportunities, existing programs and initiatives, and the input received directly from constituents as part of the election process, and through their daily interactions with residents.

The input provided by members of Council and community stakeholders was initially assessed using a SOARR Analysis Framework. This framework analyzed the feedback to identify specific Strengths, Opportunities, Aspirations, Risks and Results.

Aspirations or Values determine the over-arching approach and serve to define *'What we want Newmarket to be.'* A foundational understanding Newmarket's strengths, opportunities and risks helped to define the priority areas of focus or *'What we need to prioritize and do in order to become the community we aspire to be.'*

The Strategic Pillars that have emerged from this process are the product of thoughtful consideration of multiple potential priorities and are intended to reflect Newmarket's best opportunities for being a vibrant, innovative, sustainable community with an exceptional quality of life.

4.1.2 Staff

Staff input was informed by an understanding of existing plans and priorities. This helped to identify areas of potential resource alignment. The validation process allowed for clarification of scope and of the intent behind each proposed priority which, in turn, ensured that the strategic priorities were both consistent with existing efforts and achievable.

As part of the process, staff identified specific tactics or actions that could support the proposed pillars and priorities. This feedback will be used to inform the development of departmental business plans and can be used to support staff as they work to identify the specific actions and success measures that will operationalize the strategic objectives.

5. Community Vision

Early in the project it was determined through Council, staff and stakeholder feedback that the objective was to 'refresh' the existing vision as opposed to undertaking a complete re-write of the vision. The approach undertaken recognized that a Vision Statement is an aspirational description of what a community would like to achieve or accomplish in the mid-term or long-term future. It is intended to serve as a clear guide for choosing current and future courses of action. It further recognized that a strong Vision Statement would also serve to differentiate Newmarket from other communities.

While it was essential that the Vision Statement resonate with the community, it was also important that it helped to focus the efforts of all members of the Municipality on the core competencies needed to achieve its goals.



It was recommended that the Town of Newmarket adopt a more concise version of the existing Vision statement, “Well beyond the ordinary” and shift the focus of the statement from ‘well’ to ‘beyond the ordinary’. It was recommended that the corollary statements or the “well’s” no longer be used as part of the Community Vision. Shifting the focus from ‘well’ to ‘beyond the ordinary’ supports a focus on innovation, uniqueness and exceptional service delivery that is in keeping with the Town’s values and aspirations. It also infers the concept of ‘better, greater, more than’ the norm which serves to distinguish Newmarket from other communities.

6. Strategic Pillars

The Strategic Pillars that form the foundation of strategic planning efforts of the Town of Newmarket were identified (in no order of priority) as:

- Long-term Financial Sustainability
- Extraordinary Places and Spaces (priority focus on the Mulock park)
- Safe Transportation (Streets)
- Economic Leadership and Job Creation
- Vibrancy on Yonge, Davis and Mulock
- Environmental Stewardship

The pillars are defined in greater detail below.

6.1.1 Long-term Financial Sustainability

Maintaining long-term financial sustainability while ensuring a thriving community

This pillar reflects a focus on ensuring that the Town is operating as effectively and efficiently as possible and that there is a continued focus on planning and preparing for future financial demands.

6.1.2 Extraordinary Places and Spaces (priority focus on the Mulock park)

Creating the environment for an engaged, accessible, inclusive community

Place-making is seen to be an important priority under this pillar because of the role it plays in contributing both economic and social vibrancy. The concept of place-making is expanded to include a focus on creating spaces that are inclusive and welcoming to all members of the community.

6.1.3 Safe Transportation (Streets)

Providing exceptional transportation experiences across all modes through continuous improvement of accessibility, safety and speed reduction

A key tenet of this pillar is a focus on supporting safe shared use of roadways, trails and other transportation systems so that all users and all modes of transport can coexist effectively.



6.1.4 Economic Leadership and Job Creation

Attracting, retaining and expanding jobs through innovation, collaboration and urbanization

The concept of urbanization recognizes that, as the population grows, the composition of Newmarket will evolve and reflect change patterns relating to development and density. The Town of Newmarket intends to move forward in a way that maximizes both economic opportunity and liveability.

6.1.5 Vibrancy on Yonge, Davis and Mulock

Supporting enhanced access to diverse housing, office and retail options

This pillar recognizes that Newmarket's growing population and shifting demographics are creating demand for varied housing options accessible to families and individuals at all points on the economic spectrum.

6.1.6 Environmental Stewardship

Leading proactive planning and action related to climate change and other environmental initiatives

This pillar informs all planning, program design, and service delivery undertaken by the Town.

7. Strategic Priorities

Under each of the Strategic Pillars, a number of Strategic priorities were identified for the 2018-2022 term of Council. These are not an exhaustive list of all actions and activities that the Town will undertake, but rather serve to focus energy, attention and resources toward the primary strategic goals for the next four years.

Table1 – Strategic Priorities

| Long-term Financial Sustainability | |
|------------------------------------|--|
| i. | Utilize ongoing community engagement to help inform program, services and financial planning. |
| ii. | Develop a multi-year operating and capital budget that aligns with Budget Policies. |
| iii. | Ensure ongoing continuous improvement and a service level analysis for consideration. Utilize both internal and external resources to complete an assessment of the Town's overall financial health to support effective and efficient long-term planning. |
| iv. | Complete a comprehensive and up-to-date Asset Management Plan that reflects a Corporate Risk Strategy and continued investment into the Asset Replacement Fund. |



Extraordinary Places and Spaces (priority focus on the Mulock park)

- i. Complete the design, planning and costing for Mulock park through a Master Plan, and advance construction enough for the public to enjoy.
- ii. Develop a Parks Master Plan focused on both new development and re-development opportunities; update the Recreation Playbook, as required.
- iii. Develop a new Cultural and Place-making Master Plan that integrates and reflects inclusivity and diversity within our growing community.
- iv. Design and implement a strategy to address municipal vacant properties (e.g. Fernbank Farmhouse, Old Fire Hall, and 449 Eagle St.).
- v. In partnership with the BIA, design a best-practice approach to the pedestrianization of main Street in order to enhance the economic and social vibrancy of the downtown core.

Safe Transportation (Streets)

- i. Incorporate technology / data-driven tools and tactics into engineering design and enforcement measures related to the safety of vehicles, pedestrians, and other transportation modes in order to enhance trail and street safety.
- ii. Continue to implement the traffic mitigation strategy and Active Transportation Plan and explore / advance an off-road Mulock multi-use path.
- iii. Continue efforts to build a strong network of community and subject matter experts (e.g. York Region, York Regional Police (YRP) in the implementation of initiatives (e.g. automated speed enforcement).
- iv. Design and implement an effective communication strategy that provides expanded opportunity for community consultation and emphasizes education, awareness and safe, respectful shared use among all users of road and trail systems.
- v. Develop a 'complete street' design and construction/reconstruction methodology to support ongoing safe street initiatives and continue to explore design options related to speed reduction, where appropriate



Economic Leadership and Job Creation

- i. Staff to support the success of the municipally owned broadband (ENVI) and leverage other technologies in job creation.
- ii. Increase downtown parking availability through additional spaces by leveraging Smart City solutions and other innovative options.
- iii. Focus on continued success of the downtown.
- iv. Review and re-refresh the Economic Development Strategy, with a focus on creating an environment for job attraction and economic growth; respond to changing community demographics with respect to attracting and retaining a skilled labour force for the future.
- v. Evaluate feasibility of SODA (South of Davis Drive Area) for concerted growth/re-development

Vibrancy on Yonge, Davis and Mulock

- i. Implement policy frameworks and practices that will more easily support the development of the corridors.
- ii. Transit Oriented Development: Implement Newmarket GO Station Mobility Hub Study and development of Mulock Station Area Secondary Plan.
- iii. Advance corridor growth through highly targeted, data-driven strategies that leverage enhanced relationships with developers and prospective investors.
- iv. Leverage Smart City technologies and municipally owned broadband (ENVI) to support corridor development strategies and business retention and expansion efforts.
- v. Consider development incentives to provide a range of housing options that meet the needs of current and future residents, including the pursuit of CIP to incent corridor development

Environmental Stewardship

- i. Continue to implement programs that make Newmarket a leader in the implementation of low impact design (LID).
- ii. Continue to explore and support solar power installations in place and investigate additional installations; explore options for battery storage opportunities in town buildings.
- iii. Continue to implement Community Energy Plan.
- iv. Support highly effective partnerships with LSRCA, MECP, York Region, NT Power, and others who provide funding and support for our numerous projects.
- v. Implement Private Tree Bylaw, Public Tree Policy, and tree canopy management.



8. Alignment with Departmental Business Plans

Alignment of the business planning process to the Strategic Pillars and Priorities ensures that all staff has an understanding of the objectives and activities required to achieve or support the Strategic Priorities. Not only does it ensure that all individual departments are moving in the same direction, but it also serves to ensure that individual staff members can see 'where they fit' and how their contributions impact the attainment of the overall strategic goals.

A Business Planning Template was part of the engagement scope and is currently under construction in collaboration with Town staff. It is intended to offer a consistent and user-friendly tool that supports the alignment of Departmental Business Plans to the over-arching Strategic Pillars and Priorities.

As part of this project, staff will have an opportunity to be trained on the use of the planning tool to ensure that it best supports them to manage effort and allocation of resources effectively.

9. Performance Measures

The Town of Newmarket has undertaken a phased approach to the implementation of standardized performance measures. Performance measures support both internal reporting and planning as well as external reporting on progress the community. In essence, effective performance measures measure what gets done and focus on results and the efficient use of resources.

The most effective performance metrics will:

- Align with Newmarket's Strategic Pillars and Priorities;
- Measure the impact of the Town's efforts on the residents it serves;
- Seek to tie outputs to outcomes;
- Engage staff and stakeholders in the identification and refinement of performance measures over time; and
- Leverage existing best practices.

These performance measures can be used to evaluate progress toward completion as well as effectiveness and impact.

Work on performance measurement and dash boarding is ongoing and will be subject to additional staff work and ongoing discussions and deliberations with Council.



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Committee Structure Review Staff Report to Council

Report Number: 2019-47

Department(s): Legislative Services

Author(s): Andrew Walkom, Legislative Coordinator

Meeting Date: April 29, 2019

Recommendations

1. That the report entitled Committee Structure Review dated April 29, 2019 be received; and,
2. That Council approve revised Terms of Reference for the following Committees (**Attachment A**):
 - a. Accessibility Advisory Committee
 - b. Appeal Committee
 - c. Audit Committee
 - d. Committee of Adjustment
 - e. Elman W. Campbell Museum Board
 - f. Heritage Newmarket Advisory Committee
 - g. Newmarket Economic Development Advisory Committee
 - h. Property Standards Committee; and,
3. That Council approve the revised Committee Administration Policy and Committee Public Appointment Policy (**Attachment B**); and,
4. That Council dissolve the Newmarket Downtown Development Committee and direct staff to prepare a staff-led process for the evaluation and approval of Community Improvement Plan grant applications; and,

5. That Council dissolve the Newmarket Environmental Advisory Committee and direct staff to continue community wide engagement on Environmental projects; and,
6. That Council adopt amendments to the Code Of Conduct for Members of Council, Local Boards and Adjudicative Boards to remove the Newmarket Environmental Advisory Committee and the Newmarket Downtown Development Committee (**Attachment C**); and,
7. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Executive Summary

This report provides a background on the Town's Advisory Committee and Board structure and outlines the challenges facing the current Committees. The report outlines general trends in both volunteerism and community engagement strategies. Trends show a preference among volunteers for shorter-term, goal-focused volunteer opportunities. Community engagement strategies have also continued to evolve, with new techniques and technologies allowing for wide community consultation.

Based on this review of the volunteer landscape and the current Committee Structure, Staff recommend a realignment of the current Committees. This includes the replacement of the Newmarket Downtown Development Committee with a staff-led working group. It also includes the replacement of the Newmarket Environmental Advisory Committee with a hybrid approach to engagement on the environment, utilizing both community-wide engagement strategies with short-term, project-based initiatives.

The report also examines additional Committees as identified during the Committee Structure Council Workshop. The first Committee option considered is a Youth Committee. Staff do not recommend the creation of a Youth Committee due to the challenges of engaging students through a traditional Committee structure. Alternatively, staff recommend the continued use of the extensive Youth Engagement strategies currently utilized by the Town. The report also examines a Mayor's Roundtable on Diversity and Inclusivity and recommends an annual or bi-annual forum format which would bring together representatives from local community organizations.

Finally, the report provides minor amendments to the Committee and Board Terms of Reference and Town's Committee policies including updates and housekeeping changes.

Purpose

This report is part of Council's established best practice to review the Town's Committee and Board structure at the beginning of each new term of Council.

Background

Committee Structure Review

Following the 2010-2014 term, Council adopted a best practice of reviewing the Committee structure after each term to ensure that Advisory Committees reflect the current term of Council and its strategic priorities. A post-term review provides an opportunity to evaluate the efficacy of Advisory Committees, and ensures that a Committee structure is the most appropriate mechanism for consideration of various municipal matters.

On February 25, 2019, a Council Workshop was held to present staff's findings on the existing Committee structure and seek Council's feedback on any potential changes. The following sections outline staff's findings related to the Committee structure and community engagement strategies more generally.

Evolving Trend in Community Consultation

A 2016 Ipsos Public Affairs survey conducted by Volunteer Canada shows that there has been gradual change in volunteerism. The 2018 community survey found a high level of citizen engagement in Newmarket. However, general trends show that volunteers now prefer short-term, goal-oriented opportunities. The traditional advisory committee structure poses a long commitment for today's volunteers and it is important that the Town's community consultation structure take this fact into account.

Challenges of current Council Advisory Committee structure

Unclear Roles and Responsibilities

Staff conducted a survey of committee members at the end of the 2014-2018 term and found many responses indicated an unclear relationship between their committee and Council. The advisory committee model provides advice from committees to Council through minutes. There is often a delay of many months before minutes are approved and sent to Council. There is also a potential for a lack of feedback between Council and committees, leading to a feeling that their advice has not been taken.

Narrow Consultation

The traditional advisory committee model appoints a small group of people to a committee for a set period, such as a four-year term concurrent with Council. By its nature, this model engages with a limited number of community voices. Both new models of consultation and technological advancements now allow for a much broader community consultation and more diverse set of voices.

Alternative Consultation Models

As noted above, volunteer trends continue to evolve and the traditional community consultation model of advisory committees is no longer the only option to reach

community members. New methods and technologies provide staff with alternate tools to reach community members, as well as experts in the relevant fields.

Code of Conduct – Status of Local Board under the Municipal Act

As of March 1, 2019, all Committees and Boards of the Town are considered 'Local Boards' under the Municipal Act and are subject to the Town's Code of Conduct. While Committee Members were previously subject to the Conduct section of the Committee Administration Policy, the Code of Conduct represents an additional responsibility for members. The additional requirements and integrity commissioner oversight may dissuade potential volunteers from joining committees and boards, if they feel it presents an additional responsibility. Staff will continue to monitor the effect the expanded Code of Conduct has on committee recruitment and retention.

Discussion

Committee Structure Review Council Workshop – February 25, 2019

At the Council Workshop held on February 25, 2019, Council provided feedback on the existing Committee structure and proposed changes to the structure. A number of themes emerged from the meeting:

- Advisory Committees should be created and structured to ensure effective community engagement and useful advice to Council and staff
- The traditional advisory committee structure is not the only way to receive advice and engage the community
- Cancelled meetings due to lack of quorum continue to be an issue with some committees
- Fewer meetings per year with more items on the agenda are preferable

Statutory Committees

Recruitment has been completed for the Town of Newmarket's statutory committees and Council has made its appointments to these committees. At this time, staff do not recommend changes to the structure of the statutory committees. Minor adjustments and housekeeping updates to the existing Terms of Reference (see **Attachment A**) for these committees are recommended and are detailed below.

At the February 25, 2019 Council Workshop, Council discussed the possibility of fewer meetings per year to have more full agendas and alleviate the issues with quorum. Staff have reviewed the meeting schedules for statutory committees and recommend schedules for the 2018-2022 term be set as follows:

| Committee or Board | Meeting Schedule | Proposed Change |
|--|-----------------------|---|
| Accessibility Advisory Committee | Six meetings per year | No change |
| Appeal Committee | Meet as required | No change |
| Audit Committee | 2-3 times per year | No change |
| Committee of Adjustment | Meet as required | No change |
| Elman W. Campbell Museum Board | Monthly | No change |
| Heritage Newmarket Advisory Committee | Monthly | Six meetings per year |
| Newmarket Public Library Board | 10 times per year | No change due to legislated meeting requirement |
| Property Standards Committee | Meet as required | No change |

Existing Advisory Committee Structure (non-statutory)

Audit Committee

At the June 7, 2018 meeting of the Audit Committee, the Audit Committee recommended changes to its terms of reference. The Committee recommended adding the following items to its mandate:

- a. Reviewing and making recommendations on external auditor's Request For Proposal scope documents;
- b. Reviewing and making recommendations on submissions received as part of the evaluation process for external auditor's RFPs; and,
- c. Meeting periodically with the internal auditors and reviewing their reports.

Legal and Procurement Services has advised that recommendation (a) above would be an acceptable change, provided the following rules are followed:

- o The recommendations must come from the committee collectively and not from individual members; **and**

- Committee members must sign a confidentiality agreement which acknowledges the importance of strict confidentiality regarding the scope of a request for proposal document prior to its release; **and**
- Committee members must sign a declaration confirming that they do not have a conflict of interest related to the matter, including specifically that no committee member participating in providing recommendations has a connection to any potential proponent.

The participation of the Audit Committee in providing recommendations on the development of the scope for the Request for Proposal document will give the Audit Committee a meaningful role in the process and allow the Town to benefit from their industry knowledge and experience. That said, it is a widely recognized best practice that the procurement function should be insulated from political influence. As a result, it is recommended that the involvement of the Audit Committee end after the provision of recommendations on the development of the document, and **not** extend to involvement in the procurement process itself as suggested in recommendation (b) above.

For clarity and consistency with the above advice, it is further recommended by staff that the following item in the current terms of reference be deleted: “To provide advice and recommendations to Council with respect to the appointment of the External Auditor, the scope and timing of the audit.” It is recommended that this item be reworded to read: “To provide advice and recommendations to Council with respect to the scope of the audit”.

Newmarket Downtown Development Committee

At the February 25, 2019 Committee Structure Review Council Workshop, Council discussed the current structure of the Newmarket Downtown Development Committee (NDDC). The Committee’s Terms of Reference suggests members should be property or business owners in the Community Improvement Plan area (CIP). It is possible that the appearance of conflict of interest would be present for these NDDC members. This concern has further weight with the legislated requirement of a Code of Conduct for Committee Members, which now applies to NDDC members. The potential for the appearance of conflict could represent an unfair burden on the members of the committee who are chosen specifically to represent CIP area businesses and landowners.

As Council has delegated the approval of CIP financial grants to the Chief Administrative Officer, the creation of a staff working group to provide recommendations to the CAO would represent a consistent approach.

Staff have found that a number of neighbouring municipalities have moved to a similar model for comparable grant programs, where applications are both evaluated and approved by staff.

It is recommended a staff working group be formed, which would be composed of one member each from Economic Development, Planning & Building Services, and Financial Services, and one other staff representative with demonstrated interest and knowledge on downtown issues, along with the Ward 5 Councillor. This five member group would be responsible for receiving and evaluating the grant applications using existing processes and making recommendations for approval to the CAO. A staff-led approach will provide a consistent and objective process for grant applications.

Newmarket Economic Development Advisory Committee

Legislative Services staff have received proposed revised Terms of Reference for the Newmarket Economic Development Advisory Committee (NEDAC) which suggests a number of amendments. One amendment expands the membership to up to twelve non Council/Chamber representative members. Members are to represent residents, local business owners or key stakeholders and strive to reflect the evolving economic and demographic diversity of this community, as indicated within the York Region Employment survey and recent Census data. This will provide NEDAC with a strong cross-sectorial lens on matters discussed by NEDAC and ultimately enhance its ability to make sound input to Council as requested.

Staff note that the Terms of Reference of NEDAC were previously amended (prior Term of Council) to reduce the size of the Committee to its current size of seven members. While a smaller Committee was generally effective, the amendments to allow the appointment of up to twelve resident and business representatives will ensure a broad cross-section of business sectors is represented.

Newmarket Environmental Advisory Committee

The Newmarket Environmental Advisory Committee (NEAC) was formally established in 2004. As discussed previously, community volunteerism as well as municipal community consultation models have changed a great deal during this period. As well, the Town of Newmarket's staff have also become much more involved in environmental issues, gaining expertise and knowledge in diverse areas. One prominent example is the hiring of a Climate Change Specialist. The Town of Newmarket has also become a leader in many environmental initiatives, such as Low Impact Development.

The Committee has faced a number of challenges including cancelled meetings due to lack of quorum and numerous resignations. Over the last term, the Committee had seven members resign and ended with a vacant position. NEAC has also struggled with a broad, unclear mandate and no designated staff support.

During the last Committee Structure Review in 2015, NEAC's mandate was narrowed to provide four focus areas for the Committee. However, this did not significantly improve the satisfaction of the Committee members with their role, as evidenced both by the high rate of turn-over and survey results. Staff note that the committee has often taken an environmental advocacy approach which differs from its mandate and purpose as an advisory committee to Council.

The trends in volunteerism show a preference for shorter-term activities with goal-oriented mandates. A recent example of this model with an environmental focus is the Newmarket Energy Efficiency Retrofit (NEER) Stakeholder Advisory Group which engages residents on a specific project for a limited time. This approach provides a valuable resource to staff and Council, and better accommodates the shift in volunteerism.

Staff note that the Committee Administration Policy provides for the dissolution of an advisory committee when its mandate has been completed. Criteria for the completion of a mandate include meeting the objectives identified in the Terms of Reference or if issues requiring the specific expertise of the Committee have been resolved. While the environmental issues which drive the Committee will never be fully resolved, staff note the Committee has been successful in elevating environmental issues to the forefront in the community. Indeed, Council now considers protection of the environment as one of its strategic priorities. With regard to the second point, Staff now possess considerable expertise in the environmental field and are less reliant on the community expertise provided by an advisory committee.

Staff recommend the Newmarket Environmental Advisory Committee be replaced by a hybrid model of broad community consultation and project-focused working groups. A hybrid approach will allow for Council and Staff to reach a broad cross-section of the community and diverse group of voices, but also will allow for tightly-focused mandates on specific issues with set timelines.

Recent projects have seen the use of community consultation models which are able to reach a broad sector of the community and receive diverse viewpoints. Staff note the limitations of the traditional advisory committee structure with respect to broad consultation. New tools are available to Town Staff including HeyNewmarket. Also, many projects now require separate public consultation. Examples have included the Grant Funding LID Policy, Stormwater Fee Manual, Urban Forestry Management Plan and Energy Management Plan.

Additional Advisory Committees

Youth Committee

At the Council Workshop held on February 25, 2019, staff were asked to examine the options for youth engagement, including the creation of a Youth Committee. Staff have reviewed the options for a Youth Committee as well as researched similar groups in other municipalities.

There are a number of challenges specific to reaching youth and engaging them in a Committee structure. The time commitments are challenging for both secondary and post-secondary students due to the demands of school, work and other extra-curricular activities. Similarly, it is difficult for students to commit to a long-term volunteer

opportunity such as a committee, due to their other commitments and their advancement through the education system. An additional challenge is that Newmarket is not located close to a post-secondary institution, and does not have a large post-secondary student population to engage. Staff note that an initiative in the early 2000s to appoint a youth representative to various advisory committees found similar challenges and was not continued.

Additional challenges to the formation of a Youth Committee would be an unclear and overly broad mandate. As previously discussed, volunteer trends show a preference toward goal-oriented, short-term opportunities, which is a preference that is all the more important for youth.

One previous example of a Newmarket youth-oriented committee was the “Task Force to Curb Youth Violence” which was later renamed the “Youth Support Task Force.” This task force existed for approximately four years during the mid-2000s and brought together youth, police and school board representatives to discuss community safety issues. This body is an example of a more focused youth-oriented mandate.

Youth engagement forms an important part of planning and designing Town programs, especially in the Recreation & Culture department. For example, extensive outreach took place during the creation of the Recreation Playbook, and similar outreach is planned for the Cultural Master Plan. Additional events such as the Newmarket Youth Summit held annually during Local Government Week in October specifically engage youth on Town issues and decision-making. Recreation & Culture also provides youth engagement services on projects led by other Town departments.

Staff recommend that current youth engagement strategies continue to be employed to reach a broad cross-section of Newmarket’s youth on key issues because it has proven to be an effective consultation approach with this age group.

Mayor’s Roundtable on Diversity and Inclusivity

At the Council Workshop held on February 25, 2019, staff were asked to examine the options for a Mayor’s Roundtable on Diversity and Inclusivity. An annual or bi-annual forum format will not require the formal approval of Council, as it does not require the appointment process. This format could be led by the Mayor’s Office to engage local stakeholders. Invitations could be made to local community groups and organizations for representatives to attend the event. This approach would also offer opportunity for collaboration with existing Town groups, such as the Accessibility Advisory Committee for example.

There are a number of inclusivity and diversity initiatives which are currently engaged by the Town and Town staff. This includes a staff working group on an inclusion strategy and a York Region diversity and inclusion working group which is composed of multiple stakeholders such as all 10 York Regional municipalities, York Regional Police, Southlake Regional Health Centre, Mackenzie Health, and Lake Simcoe Region

Conservation Authority to name a few. This group is currently engaged in developing a digital toolkit for community partners to use as part of their campaigns to increase awareness and education around inclusion.

Recently at the March 4, 2019 meeting, Council endorsed the Inclusion Charter for York Region with the following paragraph specific to Newmarket:

The Town of Newmarket commits to nurturing and embracing diversity in creating an environment for extraordinary public service. The Town promotes equity, accessibility, and inclusion through our thoughts and actions in support of our growing community. This Charter positions us to build our community together by inspiring personal, social, and economic development aligned with our core values: Courage & Creativity; Accountability & Accessibility; Respect & Integrity; and Excellence.

As further stated in the [staff report](#) on the Diversity and Inclusion Charter, endorsement of the Inclusion Charter represents a leading practice to promote inclusivity in our respective communities.

Revisions to Terms of Reference

Staff have prepared revised Terms of Reference for the existing Committees and Boards. These amendments include the changes discussed throughout this report, as well as housekeeping amendments and updates to ensure consistency between committees. The Terms of Reference have been updated with the new Council Strategic Priorities for the 2018-2022 term. These Terms of Reference are attached to this report as **Attachment A**.

Amendments to Committee Policies

Staff have prepared amendments to the Committee Administration Policy and the Committee Public Appointment Policy. These changes include housekeeping amendments and updates to ensure consistency between the policies and with other policies. These Policies are attached to this report as **Attachment B**.

The Conduct section of the Committee Administration policy has been deleted, as the Code of Conduct now applies to all Advisory Committee members and supersedes the policy.

Committee and Board Remuneration

Only the members of the Appeal Committee, Committee of Adjustment and Property Standards Committee are provided with remuneration for attending meetings. Staff have reviewed the remuneration for Appeal Committees, Property Standards Committees and Committees of Adjustment across York Region to determine if remuneration is similar to neighbouring municipalities. The findings are presented in a chart below (note that information from Richmond Hill was not obtained at the time this report was written):

| York Region Municipalities | |
|-----------------------------------|--|
| Aurora | |
| Committee of Adjustment | \$115/meeting for Chair \$110/meeting for members |
| Appeal Committee | No remuneration |
| Property Standards | No remuneration |
| East Gwillimbury | |
| Committee of Adjustment | \$80/meeting + mileage |
| Appeal Committee | \$80/meeting |
| Property Standards | (part of Appeals Committee) |
| Georgina | |
| Committee of Adjustment | \$81/meeting |
| Appeal Committee | \$40/meeting |
| Property Standards | \$40/meeting |
| King | |
| Committee of Adjustment | \$80/meeting + mileage |
| Appeal Committee | No remuneration |
| Property Standards | No remuneration |
| Markham | |
| Committee of Adjustment | \$3000/yr for Chair (~\$167/mtg) \$2400/yr for members (~\$133/mtg) * based on average of 18 meetings a year |
| Appeal Committee | No remuneration |
| Property Standards | No remuneration |
| Vaughan | |
| Committee of Adjustment | \$234/meeting for Chair \$200/meeting for members |
| Appeal Committee | (part of Property Standards) |

| | |
|-------------------------------|--|
| Property Standards | \$30/meeting for Chair \$25/meeting for members |
| Whitchurch-Stouffville | |
| Committee of Adjustment | \$80/meeting |
| Appeal Committee | \$75/meeting |
| Property Standards | (part of Appeals Committee) |

The remuneration for Town of Newmarket Committees is provided in the table below, with staff's recommended increase to be comparable to neighbouring municipalities:

| Committee | Current Remuneration | Proposed Remuneration |
|-------------------------------------|-----------------------------------|------------------------------------|
| Committee of Adjustment | \$90.00 per meeting for the Chair | \$110.00 per meeting for the Chair |
| | \$75.00 per member per meeting | \$100.00 per member per meeting |
| Appeal Committee | \$50.00 per member per meeting | \$80.00 per member per meeting |
| Property Standards Committee | \$50.00 per meeting per member. | \$80.00 per meeting per member. |

Conclusion

The recruitment for the Town's statutory boards and committees has been completed and meetings have begun. Following the completion of this Committee Structure Review, staff will begin the recruitment process for the remaining Advisory Committees and Boards.

Staff will continue to monitor community engagement efforts for improved or alternative tools and strategies. Staff will continue to monitor the effectiveness of the revised Committee Structure including member satisfaction throughout the 2018-2022 term, in anticipation of the next Committee Review.

Business Plan and Strategic Plan Linkages

This report relates to the Well-equipped and Managed link of the Town's Community vision – implementing policy and processes that reflect sound and accountable governance.

Consultation

Staff consulted widely across the corporation, including the departments associated with the committees and boards reviewed in this report. Staff reviewed advisory committee structures including terms of reference for similar committees widely across Greater Toronto Area municipalities.

A survey of committee members, committee chairs and Council representatives was undertaken and feedback was used to inform the recommendations of this report.

Human Resource Considerations

None.

Budget Impact

Increased remuneration for the Committee of Adjustment, Appeal Committee, and Property Standards Committee will have a small budget impact which is expected to be accommodated by the relevant departments. This amount will also be offset by the reallocation of the budget for the Newmarket Environment Advisory Committee.

Attachments

Attachment A - Revised Committee Terms of Reference

Attachment B - Revised Committee Administration Policy and Committee Public Appointment Policy

Attachment C – Draft Code of Conduct Amending By-law

Approval

Kiran Saini

Deputy Town Clerk

Lisa Lyons

Director of Legislative Services/Town Clerk

Contact

For more information please contact Andrew Walkom at awalkom@newmarket.ca.



Town of Newmarket

TERMS OF REFERENCE

| | |
|---------------------|----------------------------------|
| NAME: | Accessibility Advisory Committee |
| REPORTS TO: | Council |
| STATUS: | Statutory |
| ESTABLISHED: | August 19, 2002 |

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The Accessibility Advisory Committee is authorized under the *Ontarians with Disabilities Act, 2001* and the *Accessibility for Ontarians with Disabilities Act, 2005*.

The Accessibility Advisory Committee is required to adhere to the provisions outlined in the Town's Procedure [By-Law 2013-46](#) ~~2015-50~~, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

MANDATE

The Accessibility Advisory Committee will encourage and facilitate accessibility for all persons with disabilities in the Town of Newmarket.

The Committee will be responsible for the following:

- Providing advice, recommendations and assistance to Council to develop and facilitate strategies for the identification and elimination of barriers for citizens with disabilities.
- Promoting accessibility related public outreach, education and awareness initiatives.

Deliverables

The Committee will accomplish its mandate by:

- Advising Council on the Multi-year Accessibility Plan as required by the Act. The Multi-year Accessibility Plan will work to identify, remove and prevent barriers to persons with disabilities.
- Providing comments and recommendations related to the accessibility of a building, structure and premise (or parts thereof) that the Town purchases, constructs, significantly renovates and/or leases.
- Providing comments and recommendations related to accessibility for selected site plan drawings and subdivision agreements. (For example building accessibility, curb cuts on roadways, audible traffic signals, etc.)

- Providing comments and recommendations on such things as selected designated parking, existing by-laws, services, practices, programs and policies of the Town and how they relate to persons with disabilities.
- Providing comments and recommendations on how the needs of persons with disabilities can be better served through the Town's purchasing of goods and/or services.
- Reviewing federal and provincial government directives and regulations in order to give Council advice about these directives and regulations.
- Consulting other municipalities, York Region government and local stakeholder groups on accessibility issues, policies and committee guidelines.
- Perform other duties that may be in the Regulations to the Act as they are developed.

Strategic Plan Linkages

The Accessibility Advisory committee meets the following Corporate Strategic Goals:

- *Living Well:* By centering on safety and security.
- *Well Balanced:* Due to its focus on increased accessibility for people with disabilities.

The Accessibility Advisory committee meets the following Council Strategic Priorities:

- ~~• *Efficiency/Financial Management:* By ensuring effective and efficient services.~~
- ~~• *Enhanced Recreational Opportunities:* By enhancing the Town of Newmarket's recreation and community facilities.~~
- Extraordinary Places and Spaces: Creating the environment for an engaged, accessible, inclusive community.
- Safe Transportation: Providing exceptional transportation experiences across all modes through continuous improvement of accessibility, safety and speed reduction.

COMMITTEE COMPOSITION AND STAFF RESOURCES

The Accessibility Advisory Committee will be composed of:

- A minimum of ~~six~~seven (67) residents, a majority of who must have a disability and consideration of the appointment of additional members with disabilities not represented.
- One (1) Member of Council

The Accessibility Advisory Committee will be supported by:

- Legislative Services Staff
- Recreation Programmer, Family & Special Needs
- Inclusion Base Director, Recreation & Culture Services

Qualifications

Consideration shall be given to inclusion of the following qualifications during the appointment process:

- Persons with physical disabilities (visual, speech, hearing, deaf, brain injury, use of wheelchair etc.)
- Persons with cognitive disabilities (intellectual impairments)
- Persons with perceptual disabilities (learning disabilities)
- Persons with mental health disabilities
- Persons with an interest in disability awareness or support people with disabilities

FREQUENCY OF MEETINGS

Six (6) times annually during the day.

BUDGET CONSIDERATION

The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.

WORK PLAN

A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth quarter annually.

REMUNERATION

None.

TERM OF OFFICE

~~A Member's term on the Committee shall be two years, with the option to keep the committee going an additional two years if membership or attendance is maintained.~~

A Member's term on the Committee shall be concurrent with the Term of Council, unless otherwise indicated in the Committee's Mandate, or until a successor is appointed.

COMMITTEE REVIEW/SUNSET DATE

Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.



Town of Newmarket

TERMS OF REFERENCE

| | |
|---------------------|------------------|
| NAME: | Appeal Committee |
| REPORTS TO: | Council |
| STATUS: | Statutory |
| ESTABLISHED: | June 23, 1980 |

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The Appeal Committee is a quasi-judicial body that shall meet and deliberate as required by the legislation pursuant to which the by-laws have been enacted, and when necessary in order to hear appeals pursuant to these by-laws.

~~The Appeal Committee will also serve as fence-viewers under the authority of the *Line Fences Act, 1990, as amended.*~~

MANDATE

The Appeal Committee is established for the purpose of hearing appeals pursuant to the following Town of Newmarket by-laws:

- Animal Control By-law ~~2008-61~~, as amended [from time to time](#)
- Fence By-law, [as amended 2000-63 from time to time](#)
- Fireworks By-law ~~2015-18~~, [as amended from time to time](#)
- Refreshment Vehicle Licensing By-law ~~2014-11~~, as amended [from time to time](#)
- Sign By-law ~~2014-11~~, as amended [from time to time](#)
- Taxicab Licensing By-law, [as amended from time to time 2013-28](#)
- [Driving Instructor Licensing By-law, as amended from time to time 2018-39](#)

The Committee will be responsible for the following:

- To hear and determine all applications made, proceedings instituted and matters brought before it and for such purpose to make such orders, give such directions, issue such approvals, deny or vary applications and otherwise do and perform all such acts, matters, deeds and things as may be necessary or incidental to the exercise of the powers conferred upon the Appeal Committee.
- To perform such other functions and duties as are now or hereafter conferred upon or assigned to the Appeal Committee by municipal By-law or under statutory authority.

- To make, give or issue or refuse to make, give or issue any order, directions, regulation, rule, permission, approval, certificate or direction, which it has power to make, give or issue.

Deliverables

The Committee will accomplish its mandate by:

- Conducting hearings, as required, to determine matters within the Appeal Committee's jurisdiction in accordance with by-laws listed under Mandateas required.
- ~~Arbitrating fence dispatches between property owners~~

Strategic Plan Linkages

The Appeal Committee meets the following Corporate Strategic Goals:

- *Living Well:* By focusing on health, safety and the environment to promote activity and enrich lives.
- *Efficiency/financial Management.* By ensuring effective and efficient services.

The Appeal Committee meets the following Council Strategic Priority:

- ~~*Efficiency/financial Management.* By ensuring effective and efficient services.~~
- *Safe Transportation:* Providing exceptional transportation experiences across all modes through continuous improvement of accessibility, safety and speed reduction.

COMMITTEE COMPOSITION AND STAFF RESOURCES

The Appeal Committee will be composed of:

- Five (5) residents

Qualifications

Consideration shall be given to inclusion of the following qualifications during the appointment process:

- Persons with legal tribunal governance experience;
- Persons with land use experience;
- Persons with real estate experience.

FREQUENCY OF MEETINGS

Meetings are held on an as required basis monthly.

BUDGET CONSIDERATION

The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.

WORK PLAN

~~A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth quarter annually.~~ Not applicable.

REMUNERATION

~~\$5080.00~~ per member per meeting

TERM OF OFFICE

A Member's term on the Committee shall be concurrent with the Term of Council, unless otherwise indicated in the Committee's Mandate, or until a successor is appointed.

COMMITTEE REVIEW/SUNSET DATE

Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.



Town of Newmarket

TERMS OF REFERENCE

| | |
|---------------------|-----------------|
| NAME: | Audit Committee |
| REPORTS TO: | Council |
| STATUS: | Advisory |
| ESTABLISHED: | June 19, 1995 |

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The Audit Committee is authorized under the *Municipal Act, 2001*, ~~Section 296~~ and was established by Council resolution on June 19, 1995.

The Audit Committee is required to adhere to the provisions outlined in the Town's Procedural By-Law ~~2013-46~~2015-50, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

MANDATE

The Audit Committee shall assist the Council in maintaining the financial integrity of the municipality.

The Committee will be responsible for the following:

- To provide advice and recommendations to Council with respect to the financial control framework including financial reporting, accounting policies, information systems integrity, approval processes and the safeguard of assets.
- ~~To provide advice and recommendations to Council with respect to the appointment of the External Auditor, the scope and timing of the audit.~~
- Reviewing and making recommendations on external auditor's Request For Proposal scope documents, subject to the following conditions:
 - The recommendations must come from the committee collectively and not from individual members; and,
 - Committee members must sign a confidentiality agreement with acknowledges the importance of strict confidentiality regarding the scope of a request for proposal document prior to its release; and,
 - Committee members must sign a declaration confirming they do not have a conflict of interest related to the matter, including specifically that no committee member participating in providing recommendations has a connection to any potential proponent.
- To provide advice and recommendations to Council with respect to the scope of the audit
- To review and provide recommendations to Council regarding the annual report and management letter of the External Auditor.

- To make recommendations with respect to the work plan of the Internal Auditor and to provide comment and advice with respect to the recommendations of the Internal Auditor ~~respecting the on~~ issues of internal financial control.
- ~~To provide advice and recommendations to Council with respect to any special project or issue as requested by Council.~~
- To meet with internal auditors at Audit Committee meetings to review reports of a financial nature.

Deliverables

The Committee will accomplish its mandate by:

- Recommending approval of the annual financial statements.
- Reviewing the newly issued external auditors' management letter with Senior Management.
- Reviewing and approving the scope of the external audit.
- Following up with senior management on disposition of the previous year's external auditors' management letter points.

Strategic Plan Linkages

The mandate meets the following Corporate Strategic Goals:

- *Well-equipped and managed:* By focusing on Fiscal Responsibility, Leadership excellence and leading edge management, efficient management of capital assets and municipal services to meet existing and future operational needs.

The mandate meets the following Council Strategic Priorities:

- ~~*Efficiency/Financial Management:* By ensuring effective and efficient services and measuring the Town's performance.~~
- *Long-term Financial Sustainability: Maintaining long-term financial sustainability while ensuring a thriving community.*

COMMITTEE COMPOSITION AND STAFF RESOURCES

The Audit Committee will be composed of:

- Three (3) residents
- Three (3) Members of Council ~~(Mayor and two (2) Councillors)~~

The Audit Committee shall be supported by:

- Chief Administrative Officer
- Chief Executive Officer of the Newmarket Library

- Commissioner of Corporate Services
- Director of Financial Services/Treasurer

Quorum

A quorum will be the attendance of three (3) members at a Committee meeting.

Qualifications

Consideration shall be given to inclusion of the following qualifications during the appointment process:

- Persons with knowledge of accounting policies
- Persons with knowledge of risk management
- Persons with knowledge of financial auditing

FREQUENCY OF MEETINGS

Three (3) times annually (or as required)

BUDGET CONSIDERATION

The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.

WORK PLAN

A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth quarter annually.

REMUNERATION

None.

TERM OF OFFICE

A Member's term on the Committee shall be concurrent with the Term of Council, unless otherwise indicated in the Committee's Mandate, or until a successor is appointed.

COMMITTEE REVIEW/SUNSET DATE

Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.



Town of Newmarket

TERMS OF REFERENCE

| | |
|---------------------|-------------------------|
| NAME: | Committee of Adjustment |
| REPORTS TO: | Council |
| STATUS: | Statutory |
| ESTABLISHED: | January 11, 1971 |

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The Committee of Adjustment is authorized under the *Planning Act R.S.O, c. P.13, s.44 (1)* and By-law Number 1971-2. The Committee was reestablished by By-law 1987-22.

The Committee of Adjustment is required to adhere to the provisions outlined in the *Planning Act*, Town's Procedure ~~By-Law 2013-46~~ 2015-50, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

MANDATE

The Newmarket Committee of Adjustment is a quasi-judicial body that considers applications from property owners. Council does not ratify the decisions of the Committee. If any individual (or the Town Council) wishes to appeal a decision of the Committee, it must do so to the ~~Ontario Municipal Board~~ Local Planning Appeal Tribunal.

The Committee will be responsible for considering applications for the following:

- Minor Variances from the provisions of the Zoning By-law.
- Extensions, enlargements or variations of existing legal non-conforming uses under the Zoning By-law.
- Land Division (severing a new lot from an existing lot, adding land to an existing lot, easements, mortgages or leases in excess of 21 years).
- Determine whether a particular use conforms with the provisions of the Zoning By-law where the uses of land, building or structures permitted in the by-law are defined in general terms.

Deliverables

The Committee will accomplish its mandate by:

- Reviewing the merits of the application, the documentation and evidence put forward and rendering decisions on the applications, in accordance with the requirements of the Planning Act.
- Hearing presentations from property owner(s), applicants, or authorized agents(s)

- Making a decision based on the presentation by the property owner(s), authorized agent(s), and the staff report to the Committee of Adjustment.
- Approving, refusing, tabling, deferring or modifying the recommendations of the staff report to the Committee of Adjustment.

Strategic Plan Linkages

This mandate meets the following Corporate Strategic Goal:

- *Well-equipped and managed.* By ensuring an ideal mix of residential, commercial, industrial and institutional land use.

This mandate meets the following Council Strategic Priority:

- ~~Efficiency/ Financial Management. Ensuring effective and efficient services.~~
- Extraordinary Places and Spaces: Creating the environment for an engaged, accessible, inclusive community

COMMITTEE COMPOSITION AND STAFF RESOURCES

The Committee of Adjustment will be composed of:

- Five (5) residents
- One (1) resident alternate

The Committee of Adjustment will be supported by:

- Planning Staff

Qualifications

Consideration shall be given to inclusion of the following qualifications during the appointment process:

- Residents/property owners;
- Commitment and interest in the community;
- Persons with knowledge of planning and planning legislation;
- Persons with knowledge of building and building legislation;
- Knowledge and interest in the subject area;
- Skills functioning as members of a team;
- Problem solving skills, interpersonal communication skills;

- Facilitation skills.

FREQUENCY OF MEETINGS

Once (1) per month as required, during the day.

BUDGET CONSIDERATION

The fiscal year of the Committee shall be from January 1 to December 31. ~~The Committee will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.~~

WORK PLAN

~~A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth quarter annually. Not applicable.~~

REMUNERATION

- Committee Chair - \$~~90~~110.00 per meeting
- Member - \$~~75~~100.00 per meeting

TERM OF OFFICE

A Member's term on the Committee shall be concurrent with the Term of Council, unless otherwise indicated in the Committee's Mandate, or until a successor is appointed.

COMMITTEE REVIEW/SUNSET DATE

Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.



Town of Newmarket

TERMS OF REFERENCE

| | |
|---------------------|--------------------------------|
| NAME: | Elman W. Campbell Museum Board |
| REPORTS TO: | Council |
| STATUS: | Statutory |
| ESTABLISHED: | February 7, 1983 |

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The Elman W. Campbell Museum Board was established through the adoption of By-law 1983-17.

The Elman W. Campbell Museum Board is required to adhere to the provisions outlined in the Town's Procedure [By-Law 2013-2015-4650](#), as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

MANDATE

The Elman W. Campbell Museum Board is responsible for advising on the development of policies and programs for the operation of the Elman W. Campbell Museum at 134 Main Street South.

Deliverables

The Board will accomplish its mandate by:

- Attending regular meetings.
- Dedicating additional time to projects outside of regular meeting times.

Strategic Plan Linkages

This mandate meets the following Corporate Strategic Goals:

- *Well-balanced:* By focusing on arts, culture, entertainment and heritage preservation.

This mandate meets the following Council Strategic Priorities:

- ~~Enhanced recreational Opportunities: By enhancing our recreation and community facilities.~~
- ~~Efficiency/ Financial Management: By ensuring effective and efficient services.~~
- Extraordinary Places and Spaces: Creating the environment for an engaged, accessible, inclusive community

- Long-term Financial Sustainability: Maintaining long-term financial sustainability while ensuring a thriving community

BOARD COMPOSITION AND STAFF RESOURCES

The Elman W. Campbell Museum Board will be composed of:

- Four (4) Newmarket residents
- One (1) member of Council
- One (1) member of Heritage Newmarket
- One (1) member of Newmarket Historical Society
- One (1) member of the Friends of the Museum

The Elman W. Campbell Museum Board will be supported by:

- Recreation and Culture Department.

Qualifications

Consideration shall be given to inclusion of the following qualifications during the appointment process:

- Persons with knowledge of museum services.
- Persons who have experience with board governance.
- Persons who have experience with recreation programming.
- Persons who have experience with event planning.

FREQUENCY OF MEETINGS

Board meets once per month in the evening.

BUDGET CONSIDERATION

The fiscal year of the Board shall be from January 1 to December 31. The Board will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.

The Museum Board should make formal annual capital requests for the use of the Museum Fund's income.

WORK PLAN

A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth quarter annually.

REMUNERATION

None.

TERM OF OFFICE

A Member's term on the Board shall be concurrent with the Term of Council, unless otherwise indicated in the Board's Mandate, or until a successor is appointed.

BOARD REVIEW/SUNSET DATE

Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Board.



Town of Newmarket

TERMS OF REFERENCE

| | |
|---------------------|--|
| NAME: | Heritage Newmarket Advisory Committee |
| REPORTS TO: | Council |
| STATUS: | Statutory |
| ESTABLISHED: | July 21, 1980 (Local Architectural Conservation Advisory Committee) November 12, 2001 (Heritage Newmarket Advisory Committee) |

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The Heritage Newmarket Advisory Committee is authorized under the *Ontario Heritage Act*, Part IV, S. 27 and By-laws 1980-74 and 2001-132.

The Heritage Newmarket Advisory Committee is required to adhere to the provisions outlined in the Town's Procedural By-law ~~2013-2015-50-46~~, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

MANDATE

The Heritage Newmarket Advisory Committee has been created to assist the Town of Newmarket in achieving its goals for the documentation and preservation of historical structures, buildings, properties and artifacts.

The Committee will be responsible for the following:

- Advising and assisting Council on matters related to designation under Parts IV and V of the *Ontario Heritage Act*, the conservation of historic structures and the architectural and natural heritage of the community.

Deliverables

The Committee will accomplish its mandate by:

- Providing recommendations to Council with respect to the designation of buildings or sites under the *Ontario Heritage Act* as being of Cultural Heritage Value or interest.
- Reviewing applications for the completion of works on designated sites in order to ensure the features of the structure or site that are of Cultural Heritage Value or interest are preserved.
- Reviewing development applications involving sites or structures of Cultural Heritage Value or interest to make recommendations to Council on measures to incorporate or preserve these features in the development proposals.
- Conducting research on the community and creating reference materials regarding the history related to the structures and features of the community.

- ~~• Participating in the planning and carrying out of education programs such as tours of the municipality outlining these significant features.~~

Strategic Plan Linkages

This mandate meets the following Corporate Strategic Goals:

- *Living Well:* By centering on Environmental protection and natural heritage preservation.
- *Well-balanced:* By focusing on arts, culture, entertainment and heritage preservation.

This mandate meets the following Council Strategic Priorities:

- ~~• *Enhanced Recreational Activities:* By supporting community and neighbourhood projects.~~
- *Extraordinary Places and Spaces: Creating the environment for an engaged, accessible, inclusive community*

COMMITTEE COMPOSITION AND STAFF RESOURCES

The Heritage Newmarket Advisory Committee will be composed of:

- Six (6) Newmarket residents
- One (1) Member of Council

The Heritage Newmarket Advisory Committee will supported by:

- Senior Planner

Qualifications

Consideration shall be given to inclusion of the following qualifications during the appointment process:

- Knowledge of heritage legislation
- Heritage architectural design and research skills
- Skills functioning as members of a team
- Problem solving skills, interpersonal communication skills
- Facilitation skills
- Interest in the community

FREQUENCY OF MEETINGS

~~Once per month in the evening.~~ Six times per year, or as needed to address urgent matters.

BUDGET CONSIDERATION

The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned staff resource to submit a budget request aligned with the work plan that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.

WORK PLAN

A report or presentation summarizing the Committee's accomplishments and/or workplan shall be provided to Council in the fourth quarter annually.

REMUNERATION

None.

TERM OF OFFICE

A Member's term on the Committee shall be concurrent with the Term of Council, unless otherwise indicated in the Committee's Mandate, or until a successor is appointed.

COMMITTEE REVIEW/SUNSET DATE

Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.



Town of Newmarket

TERMS OF REFERENCE

| | |
|---------------------|---|
| NAME: | Newmarket Economic Development Advisory Committee |
| REPORTS TO: | Council |
| STATUS: | Advisory |
| ESTABLISHED: | February 12, 2007 |

ENABLING LEGISLATION/AUTHORIZING BY-LAW

Legal and Development Services – Economic Development Report 2007-02 provided the framework for the establishment of the Newmarket Economic Development Advisory Committee and was adopted by Council on February 12, 2007.

The Newmarket Economic Development Advisory Committee (NEDAC) is required to adhere to the provisions outlined in the Town's Procedural By-Law ~~2013-46~~2015-50, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

MANDATE

NEDAC will provide Council and staff with strategic advice on facilitating and promoting balanced, sustainable, long-term economic growth that will benefit Newmarket and its residents through the attraction, expansion and retention of businesses.

The Committee will be responsible for the following:

- Liaise with the business community to identify potential opportunities for business development.
- Provide guidance and feedback to Council and the Economic Development Officer (EDO) on strategic directions for economic development.

Deliverables

The Committee will accomplish its mandate through:

- Agenda planning meetings coordinated through the Economic Development Officer that includes the Mayor, NEDAC Chair, NEDAC Vice-Chair, CAO, Commissioner of Community Services and the EDO
- Regular quarterly meetings (or at the call of the Chair as required to deal with urgent Committee business);
- Coordination of an annual Community Economic Development Congress;
- Participation in economic development promotional events/activities as required.

Strategic Plan Linkages

This mandate meets the following Corporate Strategic Goals:

- *Well-equipped and well-managed:* by focusing on an appropriate mix of jobs to population and people to industry while providing an ideal mix of residential, commercial, industrial and institutional land use;
- *Well-balanced:* by encouraging a sense of community through an appropriate mix of land uses and amenities;
- *Well-planned and connected:* by promoting downtown and neighbourhood revitalization as well as a long term strategy for growth matched with short term action plans.

This mandate meets the following Council Strategic Priority:

- ~~*Economic Development/Jobs: by supporting innovative projects and partnerships with various sectors.*~~
- *Economic Leadership and Job Creation: Attracting, retaining and expanding jobs through innovation, collaboration and urbanization*

COMMITTEE COMPOSITION AND STAFF RESOURCES

NEDAC will be composed of:

- ~~*Seven (7) residents Up to Twelve (12) residents, local business owners, or key stakeholders*~~
- Two (2) Members of Council (Mayor, Deputy Mayor & Regional Councillor)
- One (1) representative from Chamber of Commerce
- ~~CAO~~

NEDAC will be supported by:

- *Chief Administrative Officer*
- Commissioner of Community Services and staff resources from the Economic Development Office
- Legislative Services staff.

Qualifications

Consideration shall be given to inclusion of the following individuals with experience in the following sections during the appointment process:

- Health Sector Innovation
- Business Services
- Information and Communication Technology Industries, including Digital Media
- Post-Secondary Education
- Industrial Commercial Institutional (ICI)

- Manufacturing

- Software Development

FREQUENCY OF MEETINGS

- Quarterly (or at the call of the Chair as required to deal with urgent Committee business);
- One (1) annual Economic Development Congress
- ~~One (1) annual NEDAC/Community Stakeholder group representatives meeting.~~

BUDGET CONSIDERATION

The fiscal year of the Committee shall be from January 1 to December 31. Any expenses required to support this Committee will be provided through the annual Economic Development budget.

WORK PLAN

A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth quarter annually.

REMUNERATION

None.

TERM OF OFFICE

~~Each Committee member shall sit for a two year term coinciding with the beginning of a new term of Council. At the expiration of the first two year term, each member is eligible to continue for an additional two year period, to the end of the term of Council. In accordance with the Appointment Policy, each member may only sit for four consecutive two year terms.~~

A Member's term on the Committee shall be concurrent with the Term of Council, unless otherwise indicated in the Committee's Mandate, or until a successor is appointed.

COMMITTEE REVIEW/SUNSET DATE

Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.



Town of Newmarket **TERMS OF REFERENCE**

| | |
|---------------------|------------------------------|
| NAME: | Property Standards Committee |
| REPORTS TO: | Council |
| STATUS: | Statutory |
| ESTABLISHED: | June 23, 1980 |

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The Property Standards Committee is established under the authority of the *Building Code Act, 1992 SO. 1992 c. 23* and the Town's Property Standards By-law 1999-34, as amended.

The Property Standards Committee is required to adhere to the provisions outlined in the Town's Procedure [By-Law ~~2013-46~~2015-50](#), as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

MANDATE

The Property Standards Committee is a quasi-judicial body that hears appeals by property owners or their agents who have received an order of the Property Standard Officer from the Town.

The Committee will be responsible to:

- Confirm the Property Standards Order; or
- Modify the Property Standards Order; or
- Quash the Property Standards Order; or
- Extend the time for complying with the order provided that, in the opinion of the Committee, the general intent and purpose of the Property Standards By-law is maintained.

Deliverables

The Committee will accomplish its mandate by:

- Conducting hearings, as required

Strategic Plan Linkages

The Property Standards Committee meets the following Corporate Strategic Goals:

- *Living Well:* By focusing on health, safety and the environment to promote activity and enrich lives.

- *Efficiency/financial Management.* By ensuring effective and efficient services.

The Property Standards Committee meets the following Council Strategic Priorities:

- ~~*Efficiency/financial Management.* By ensuring effective and efficient services.~~
 - Extraordinary Places and Spaces: Creating the environment for an engaged, accessible, inclusive community

COMMITTEE COMPOSITION AND STAFF RESOURCES

The Property Standards Committee will be composed of:

- Five (5) residents

Qualifications

Consideration shall be given to inclusion of the following qualifications during the appointment process:

- Persons with legal tribunal governance experience
- Persons with land use experience
- Persons with real estate experience

FREQUENCY OF MEETINGS

As required, on as-needed basis (at the availability of the individuals involved)

BUDGET CONSIDERATION

The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.

WORK PLAN

~~A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth quarter annually.~~ Not applicable

REMUNERATION

~~\$5080.00~~ per meeting per member.

TERM OF OFFICE

A Member's term on the Committee shall be concurrent with the Term of Council, unless otherwise indicated in the Committee's Mandate, or until a successor is appointed.

COMMITTEE REVIEW/SUNSET DATE

Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.



Corporate Policy

Committee Administration Policy

Policy Number: CORP. 3-02

Topic: Municipal Governance

Applies to: Newmarket Committee Members

Policy Statement and Strategic Plan Linkages

Boards, Committees, Task Forces and other bodies appointed by the Town of Newmarket (“Committees”) provide input and recommendations on a variety of community, policy and strategic issues and undertake statutory duties. It is essential that Committees 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. Establishment of transparent and equitable procedures ensures that Committees formed by Council are managed in a manner that fosters community involvement and encourages collaboration between the Town and its Committee volunteers.

Purpose

This policy provides guidance to Council, staff, and Committee Members on the establishment, amendments to and dissolution of all Committees of the Town of Newmarket, and the necessary framework to ensure consistent administrative practices.

This policy applies to all Committees, subject to legislative requirements and governing by-laws. The policy does not apply to internal bodies (e.g., staff committees and staff task forces).

Definitions

Advisory Committee – is a Committee established to provide advice to Council and staff as mandated in its Terms of Reference;

CAO – is the Chief Administrative Officer of the Town or his/her designate;

Chair – is the presiding officer and spokesperson of a Committee;

Clerk – is the Clerk of the Town or his/her designate;

Committee – is a body constituted and appointed by Council to fulfil a mandate;

Member – is a Member of a Committee;

Statutory Committee – is a Committee which undertakes responsibilities established by by-law and/or pursuant to legislation;

Sunset Clause – is a clause in the Terms of Reference which sets out when the Committee’s mandate is anticipated to be completed;

Task Force – is a Committee established to review a specific matter within a defined period of time as mandated in its Terms of Reference;

Terms of Reference – is a document outlining a Committee’s mandate, composition and administrative details, as approved by Council;

Town – is the Corporation of the Town of Newmarket;

Vice Chair – is the presiding officer of a Committee in the absence of the Chair.

Provisions

1. Establishment of Committees

- a. Where a Committee is required to be established as a result of a resolution of Council or a requirement of law, or where a Committee is recommended to be established by staff, a staff report will be prepared prior to recruitment of Members, outlining where applicable:
 - i. Proposed Terms of Reference, including the Committee’s mandate (see template in Appendix A);
 - ii. The nature of the Committee being an Advisory Committee, Statutory Committee or Task Force, or a combination thereof;
 - iii. Alignment with the Corporate Strategic plan, Council’s Strategic priorities and administrative goals/objectives;
 - iv. Public, financial and human resource considerations;
 - v. Proposed work plan, reporting mechanisms, Sunset Clause and means of evaluating the Committee’s work;
 - vi. Alternative and/or additional means of community engagement, where applicable.

2. Amendments to the Terms of Reference

Where an amendment to the Terms of Reference is recommended by Council, the Committee or staff, a staff report will be prepared which addresses the proposed changes and any implications and further considerations.

3. Completion of Committee Mandate

- a. A Committee's mandate is deemed to be complete where:
 - i. The objectives identified in the Committee's Terms of Reference has been met;
 - ii. Issues requiring the specific expertise of the Committee has been resolved; and
 - iii. The legislated requirement to constitute a Committee no longer exists; and
 - iv. Other circumstances deemed appropriate by Council.
- b. Where the Committee has completed its mandate, a staff report will be prepared which provides an evaluation of the Committee's work. Where a Committee is no longer required, a recommendation to dissolve the Committee will be included in the staff report.
- c. Should Council formally dissolve a Committee, letters of appreciation will be sent by the Office of the Mayor (on behalf of the Town) to Members. The Town may also acknowledge the contributions of Members through a program of recognition.

4. Appointment of Members

Recruitment and appointment practices for all Committees of the Town are outlined in the Committee Public Appointment Policy CORP.3-01.

5. Confidentiality

Members appointed to any Committee must sign a Confidentiality Agreement (see Appendix B).

6. Commencement of Committees

- a. An orientation session will be provided to all newly appointed Committee Members at the earliest available opportunity following their appointment to the Committee. Members may also be required to take specialized training, depending on the Committee's mandate and operational needs.

- b. Members are required to complete any training required by law, such as training required under the *Accessibility for Ontarians with Disabilities Act* and *Occupational Health and Safety Act*.
- c. Members may be required to review information and/or execute any required forms related to conduct, insurance, health and safety and other on-boarding matters at the discretion of the Town.
- d. Members will select a Chair and Vice Chair, subject to their Terms of Reference.
 - i. To select a Chair, the Clerk or other assigned staff person will call on Members three (3) times to move a motion to nominate a Member as Chair, which must be duly seconded. The Committee will vote on the motions in the order in which they are made until a majority vote affirms the selection of the Chair.
 - ii. In the event that there is a tie, the Clerk or other assigned staff person will select the Chair by lot.
- e. The process outlined in 6.d.i and 6.d.ii. shall apply for the selection of the Vice Chair.

7. Meeting Schedule

- a. The number of meetings scheduled shall be sufficient to address the mandate of the committee and shall be determined at the first meeting of each year.
- b. Established meeting dates and times shall not be amended unless circumstances warrant special consideration.
- c. During a Municipal election year, meetings shall be cancelled where possible in the last quarter.

8. Rules of Procedure

Rules of Procedure for Committees are contained in the Town of Newmarket's Procedure By-law ~~2013-46~~2015-50, as amended from time to time, where applicable.

9. Appointment of Sub-Committees

- a. A Committee may appoint a sub-committee from among its Members to investigate and report on any matters related to the Committee's mandate, provided that the activities of the sub-committee are shared with the Committee and recorded in the Committee's minutes.
- b. Sub-committees do not have the authority to appoint other formal sub-committees.

10. Reporting to Council

- a. As provided for in the Committee's Terms of Reference, a report or presentation will be submitted to Council outlining the Committee's accomplishments and activities annually.
- b. A Committee will make recommendations and provide input to Council through its minutes. The Chair of a Committee may also address Council related to any matter of Committee business by making a presentation or deputation.
- c. Council's disposition of Committee recommendations and input will be provided to Committees by the Clerk or other assigned staff person.

11. Staff Support

- a. Staff support is recommended by the CAO for approval to Council. Council approved staff support is outlined in the Committee's Terms of Reference.
- b. Generally, staff who support Committees assume two functions: secretarial support and professional/advisory support.
- c. Where occasional variations in Committee staff support are requested, Members shall respect the responsibility staff have to manage their regular work load and the expectations of their immediate supervisor.
- d. Any ongoing variations to the Council approved level of staff support to Committees will be requested through a recommendation of the Committee to Council.

12. Budget

- a. Committee budgets must be directly related to the objectives identified in the Committee's Terms of Reference and may be identified on their own or as part of a departmental budget.
- b. Budget requests must be made by motion of the Committee and will be placed in a Council agenda. Any annual budget allocation to a Committee will be at the sole discretion of Council and subject to Council's annual budget deliberations, taking into consideration the requests of the Committee, which will include expenses related to attendance at conferences and special events.
- c. Any expenses submitted without Council's prior authorization will not be approved.
- d. Administration of Committee budgets will be the responsibility of an assigned staff person.

13. Special Events and Fund Raising

Committees must seek the approval of Council prior to undertaking any special events or fundraising.

14. Attendance

If a Member is absent for three (3) consecutive meetings in any one (1) calendar year without advising the Chair, the Committee may pass a recommendation requesting that Council declare the position vacant and request a replacement member.

~~15. Committee Conduct~~

~~a. In addition to their responsibilities as Members set out in the Town's Procedure By-law 2013-46, as amended from time to time, Members are expected to:~~

- ~~i. Act in the best interest of the Town;~~
- ~~ii. Adhere to the provisions outlined in Town policies, the Ontario Human Rights Code and any other applicable related statutes;~~
- ~~iii. Treat every person including other Members, and the public with dignity, understanding and respect for the right to equality and a safe environment free from harassment and discrimination;~~
- ~~iv. Seek to advance the common good of the community which they serve;~~
- ~~v. Truthfully, faithfully and impartially exercise their duties to the best of their knowledge and ability; and~~
- ~~vi. Abide by the guiding principles set out in the Canadian Code for Volunteer Involvement.~~

~~16.15. Remuneration~~

~~Members will serve without remuneration unless otherwise provided for in the Terms of Reference.~~

~~17.16. Accessibility~~

~~All Committees meetings are required to adhere to the requirements of the *Accessibility for Ontarians with Disabilities Act*.~~

18.17. Communications

- a. The CAO's Office is responsible for the Town's media relations. Committees shall notify Communications staff whenever media inquiries are received in order to enable a coordinated response and accurate tracking and reporting of the Town's communications effectiveness. It is imperative that all Committees respond as soon as possible when Communications staff makes a request for information or a spokesperson for the media. Every effort shall be made to meet media deadlines and to ensure the accuracy of all information provided.
- b. Unless otherwise provided for, the Town's primary spokespersons are the Mayor and CAO.
- c. Use of the Corporate Logo, Crest and Images are contained in the Use of Corporate Logo, Crest and Images Policy (COMM.2-01).
- d. Use of the Town logo is restricted to corporate activities, including but not limited to official Town letterhead, business documents, flags, awards, apparel and uniforms, Town-owned property, vehicles and buildings. Use of the corporate logo, crest and images by any Committee must be approved by the Communications Department in order to ensure that corporate identity standards are maintained and upheld.
- e. Unless mandated by Council, Committees will not speak on behalf of the Town or Council or make representations on behalf of the Town without Council approval.
- f. Members will be conscious of identifying themselves in their capacities as Members and as private citizens especially when communicating with Town staff, Council and media.

Cross-References

Canadian Code for Volunteer Involvement

Committee Public Appointment Policy CORP.3-01

Procedure By-law ~~2013-46~~2015-50

Use of Corporate Logo, Crest and Images Policy COMM.2-01

[Code of Conduct for Members of Council, Local Boards and Adjudicative Boards](#)

Contact

Lisa Lyons, Director of Legislative Services/Town Clerk

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Details

Approved by: Council

Adoption Date: April 20, 2015

Policy Effective Date: April 20, 2015

Last Revision Date: May 6, 2019

Revision No: 001



Town of Newmarket TERMS OF REFERENCE

NAME: (Name) Committee

REPORTS TO: Council

STATUS: Advisory – Statutory – Task Force

ESTABLISHED: Date

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The (Name) Committee

The (Name) Committee is required to adhere to the provisions outlined in the Town's Procedural By-Law 2013-46, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

MANDATE

The (Name) Committee will provide

The Committee will be responsible for the following:

-

Deliverables

The Committee will accomplish its mandate by:

-

Strategic Plan Linkages

This mandate meets the following strategic goals:

- 1.

COMMITTEE COMPOSITION AND STAFF RESOURCES

The (Name) Committee will be composed of x members and x Members of Council and shall be supported by x staff resources.

Qualifications

Consideration shall be given to inclusion of the following qualifications during the appointment process:

-

FREQUENCY OF MEETINGS

Committee shall meet <meeting term – weekly, monthly, etc.>



Town of Newmarket **TERMS OF REFERENCE**

BUDGET CONSIDERATION

The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.

WORK PLAN

An annual Work Plan update with any associated budget implications shall be provided to Council. Committees may prepare a communication plan to support their Work Plan. The Committee must provide advance notice of any communication needs to Corporate Communications through their staff resource. Graphics, editing, printing and advertising are provided through Corporate Communications and funded by the Committee's annual budget allocation.

A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the first quarter annually.

REMUNERATION

TERM OF OFFICE

A Member's term on the Committee shall be concurrent with the Term of Council, unless otherwise indicated in the Committee's Mandate, or until a successor is appointed.

COMMITTEE REVIEW/SUNSET DATE

Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.



Town of Newmarket

COMMITTEE CONFIDENTIALITY AGREEMENT

I, _____, acknowledge that I may be provided with information that is confidential in nature for the purposes of executing my duties as a member of the _____ Committee.

I undertake not to disclose or release, by any means, to any third party and treat in strict confidence all confidential material and information.

I also undertake not to use the confidential material and information for personal or private gain or for the gain of friends, relatives of any person or corporation.

Further, after completion of my use of the confidential material and information, I shall return same to the Town of Newmarket and undertake not to disclose to any third party and to treat in strict confidence all confidential materials and information, except where disclosure is made with the prior written consent of the Town.

I have read and understand the above agreement and will abide by the terms as stated above.

Signature of Committee Member

Declared before me at the Town of Newmarket this ____ day of _____, 2015.

Signature of Staff Member



Corporate Policy

Committee Public Appointment Policy

Policy Number: CORP.3-01

Topic: Municipal Governance

Applies to: Newmarket Committee Members

Policy Statement and 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.

Provisions

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~~ 2015-50 (as amended)
Canadian Code for Volunteer Involvement

Contact

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Details

Approved by: Council

Adoption Date: May 27, 2013

Policy Effective Date: January 2015

Last Revision Date: May 6, 2019
Revision No: 001

Appendix 'A' - Procedures
to
Town of Newmarket
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
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.



Corporation of the Town of Newmarket

By-law 2019-XX

A By-law to amend By-law 2019-08 being a By-law to Establish a Code Of Conduct for Members of Council, Local Boards and Adjudicative Boards.

Whereas Council has dissolved the Newmarket Downtown Development Committee and the Newmarket Environmental Advisory Committee

Therefore be it enacted by the Council of the Corporation of the Town of Newmarket as follows:

1. That Section 3.1, (m) (vi): Newmarket Downtown Development Committee be deleted; and,
2. That Section 3.1, (m) (viii): Newmarket Environmental Advisory Committee be deleted

Enacted this 6th day of May, 2019.

John Taylor, Mayor

Lisa Lyons, Town Clerk



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2020 Budget Process and Target Staff Report to Council

Report Number: 2019-42

Department(s): Financial Services

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

Meeting Date: April 29, 2019

Recommendations

1. That the report entitled 2020 Budget Process and Target, dated April 29, 2019, be received; and,
2. That the proposed budget schedule with a target budget adoption date of December 2, 2019 be approved; and,
3. That endorsement be given to staff to proceed with preparation of the 2020 budgets employing the structure and targets as set out in this report; and,
4. That the form and timing of budget submissions for all entities accountable to Council be subject to the process outlined in this report; and,
5. That the proposed community engagement plan for the budget be adopted; and,
6. That the Treasurer be authorized and directed to do all things necessary to give effect to these recommendations.

Executive Summary

This report includes the following information:

- **Budget Schedule** – schedule that staff will work with. It includes presentation of the Preliminary Draft Budgets on October 15 and allows for adoption of the budget on December 2, prior to the start of the fiscal year.
- **Budget Structure and Targets** –Town's process of segregating the budget into components, each of which will have a target established by Council.

- **Community Engagement** (Consultation) – what is being considered for the second phase of engagement for the 2020 budget.

Purpose

The purpose of this report is to secure Council's approval of the schedule, process and initial targets for the 2020 budget.

Background

CURRENT PRACTICE

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

Starting with the 2017 budget process, the following principles have been applied in building the budget:

1. The budget is divided into segments based on:
 - Operations, capital or reserves
 - Major funding source – tax-supported, rate-supported
 - Governance – Town, Central York Fire Services (CYFS), Library, Downtown Business Improvement Area (BIA)
 - Relationship to service levels – base, growth, enhancements, extraordinary
2. The Toronto Consumer Price Index (CPI) for March is used as the starting point to set a target for the base budget. An additional 0.25% to 0.50% is added to convert this index for municipal purposes.
3. Service level enhancements and extraordinary items are not included in the base budget.
4. Growth revenues are only applied to growth expenses.
5. Requests for budget increases, both operating and capital, are documented as mini business cases on forms called Decision Packages, which include all relevant budgetary impacts.
6. Each budget segment must confine its expenditures to the available funding.
7. Wherever possible, budgets will be derived from Council-approved multi-year financial plans.

APPLICABLE LEGISLATION

Section 290 of the *Municipal Act* stipulates that a local (lower tier) municipality must prepare and adopt a budget that provides estimates of expenses, including necessary provisions, and revenues, including the tax levy.

Multi-year budgets are addressed in Section 291. Budgets may be approved for up to five years (the current year plus four more), but are subject to annual review – this allows for a change in direction as may be in the case with a newly elected council.

The *Municipal Act* also requires that “... every board, commission or other body, other than an upper-tier municipality or school board, for which the municipality is required by law to levy a tax or provide money” submit a budget request to it by the date, and in the detail and form required by the municipality.” For budget purposes, those entities that require council approval of their budgets are treated similar to municipal departments.

Newmarket Public Library (Library)

The Library is governed by a management board and produces separate audited financial statements¹. However, it is regulated by the *Public Libraries Act*, which in Section 24 requires the library board to prepare annual estimates (a budget) “... on or before the date and in the form specified by the council.” Council is given the right to amend this budget.

The Newmarket Public Library Board has been recommending the budget that is submitted to Council.

Newmarket Downtown Business Improvement Area (BIA)

The BIA is also governed by a management board and also produces separate audited financial statements². However it is regulated by the *Municipal Act*, which in Section 208 requires the BIA to prepare an annual budget “... by the date and in the form required by the municipality.” Council may then “... approve it in whole or in part but may not add expenditures to it.”

The Board of Management of the Newmarket Downtown BIA should be recommending the budget that is submitted to Council.

Central York Fire Services (CYFS)

Central York Fire Services (CYFS) is a partnership with the Town of Aurora and is managed by a Joint Council Committee (JCC) consisting of three council members from each town. The Consolidated Fire and Emergency Services Agreement between the Towns of Aurora and Newmarket sets out the budget requirements in Section 6, with further elaboration of financial principles in Appendix D.

¹ Which are consolidated into the financial statements for the Corporation of the Town of Newmarket

² Which are consolidated into the financial statements for the Corporation of the Town of Newmarket

The draft operating and capital budgets are prepared by JCC in consultation with the Fire Chief. The budgets are presented to Aurora Council for comment. From there, the budgets are distributed to Newmarket Council who "... shall have sole authority to determine and approve the budgets." In practice, the Fire Chief prepares the budget in consultation with Financial Services and presents it to JCC for review, revision and recommendation.

Committees

Any budget requests related to Town committees are referred to the appropriate department for consideration in their overall departmental budget.

REGIONAL GOVERNMENT REVIEW

The provincial government is reviewing the governance, decision-making, and service delivery functions of eight regional municipalities and Simcoe County. At this time, the outcome is impossible to predict. For this reason, no speculation on outcomes has been included in this report or included as a budget driver.

Discussion

BUDGET SCHEDULE

Appendix A includes a proposed schedule for the 2020 budget process. Some of the key dates are:

- **October 15** – the preliminary draft budgets will be presented to Committee of the Whole. This will be the first look at the operating and capital budgets.
- **October 28** – Special Committee of the Whole meetings dedicated to review of the capital and rate-supported operating budgets.
- **November 11** – Special Committee of the Whole meetings dedicated to review of the tax-supported operating budget.
- **December 2** – this is the target date for approval of the 2020 budget. Council may wish to extend this time for further deliberations.

The meetings have been spaced farther apart to allow more time for preparation of reports and presentations so that they can be distributed in advance of the upcoming meetings.

Early budget adoption has advantages as follows:

- Tenders can be prepared and processed earlier in order to avoid potential cost increases that could be experienced in a later, busier, and more competitive environment.
- Facilitates better coordination with adjustments to fees and charges.
- Provides a full year of impact for any budget changes.

- Flexibility is available to extend the process, if required.

BUDGET STRUCTURE

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

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

TAX-SUPPORTED OPERATING BUDGETS

The net costs³ to maintain infrastructure and provide services are included in the operating budgets.

For the tax-supported base budget, a tax increase of 2.50% is recommended

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

³ Net Costs are expenditures after deducting ancillary revenues and transfers from reserves. Revenues that supplement the main revenue source – property taxes, water rates, wastewater rates, stormwater rates, and building permits fees – are considered to be ancillary.

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

The basic Consumer Price Index (CPI) is not a sufficient measure for the cost drivers experienced by municipal governments. The basket of goods used by a municipality varies significantly from those of an average household. To recognize this, an additional amount in the range of 0.25% to 0.50% should be added to CPI to make it an appropriate measure for municipalities.

On average, the March CPI is a good predictor of the October CPI (used for setting the increase to salaries and wages⁴) and the December CPI (the annual rate for the year). The March Toronto CPI, released on April 17, indicated an annual increase of 2.00%.

Adjusting for municipal purposes results in a 2.50% tax increase for the tax-supported base budget. The higher end of the range is suggested as to provide a contingency against upward fluctuations in the CPI later in the year and because the adjustment has not been used in recent years.

For 2020, a 1% tax increase will generate property tax revenues of approximately \$600,000.

Central York Fire Services' (CYFS) 10-year financial plan projects a \$439,000 increase in Newmarket's share of the base budget

The Joint Council Committee (JCC) for CYFS approved an Asset Management Plan and 10-year financial outlook at its meeting on June 12, 2018. These plans are the starting point for CYFS's 2020 budget.

For 2020, the outlook includes a \$1.4 million increase (5.27%) in the operating budget. Newmarket's share would be \$851,000, which consists of:

- \$439,000 for the base
- \$293,000 for growth – the last 4 of 20 new positions for the new fire station
- \$119,000 for the Asset Replacement Fund (ARF) – the 2nd of 4 annual increases per the Asset Management Plan (AMP)

In 2019, there was a substantial shift in the factors that resulted in an increase in the allocation of funding from the Town of Aurora. Another, smaller shift is expected for 2020, but it is too early to project and it is not expected to be as significant.

⁴ HR Policy 9-03, Economic Adjustment determines the 'cost of living' increase from the October Toronto CPI, which is scheduled for release on November 20.

An inflationary increase for the Newmarket Public Library would be \$65,000

The 2019 budget for the municipal grant to the Library was \$3.26 million. The Newmarket Public Library Board has adopted a multi-year budget target of inflation plus a growth factor of 1.5%. This 3.5% increase would be \$114,000; \$65,000 for the base budget and \$49,000 for growth.

Changes to the BIA's levy do not directly affect the Town's budget

The Newmarket Downtown BIA currently levies \$30,000 on its members. This has been unchanged since 2011. Its expenses are paid from this levy. Any surplus or deficit is transferred to/from its dedicated reserve. As a result, the BIA budget has no impact on the Town's budget; however, the BIA does require the Town's approval of its BIA budget.

No increase is recommended for the Mullock Farm levy in 2020

Until the property is made accessible to the public, the current budget should be sufficient.

A minor housekeeping adjustment should be made to the use of reserves; there is no need to use one reserve to fund another.

| | 2019 Budget | 2020 Budget | Net change |
|------------------------------------|---------------------|---------------------|-------------|
| Debt servicing | \$ 1,460,000 | \$ 1,460,000 | \$ 0 |
| Property maintenance | 200,000 | 200,000 | 0 |
| Transfer to reserves | 150,000 | 50,000 | - 100,000 |
| Revenue – parkland dedication | - 100,000 | 0 | 100,000 |
| Revenue – assessment growth (2019) | - 250,000 | - 250,000 | 0 |
| Total | \$ 1,460,000 | \$ 1,460,000 | \$ 0 |

There may be no provision for service level enhancements in the 2020 budget

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

It is probable that there will be no room in the tax-supported base budget for enhancements. The emphasis will be on maintaining existing service levels. To implement some of its strategic priorities, Council may need to consider an additional levy unless sufficient budget reductions can be found.

Assessment growth revenues will be applied against growth expenditures

Growth includes the additional net cost to maintain the existing level of service for a growing community. It includes both expenses and revenues. Growth revenues are revenues earned from increases in the population. The most visible is assessment growth – incremental property taxation revenue generated from new construction. Growth-related expenses are the incremental expenses necessary to maintain service levels for a growing population.

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

Assessment growth for 2020 has been projected to be 1.30%⁵. The following is the initial proposed allocation of tax-supported growth revenue:

| | |
|--|-------------------|
| Assessment growth at 1.30% | \$ 780,000 |
| Expenses: | |
| Fire Master Plan – 2020 allocation | \$ 293,000 |
| Incremental growth (costs that increase as the Town’s population grows, including supplies and contracted services for the maintenance of roads and other infrastructure, waste management and telecommunications) | \$ 80,000 |
| Newmarket Public Library – growth provision | \$ 49,000 |
| 2020 Operating costs for new growth-related capital approved in the 2019 budget | \$ 30,000 |
| Expense total | \$ 452,000 |
| Unallocated revenue | \$ 328,000 |

The amount for incremental growth is an estimate. The actual amount will be calculated and presented as part of the Preliminary Draft Budget.

The unallocated portion is available for:

- Supporting the growth-related capital program, i.e. the funding portion not covered by Development Charges (DC’s)
- New growth-related operating expenses not directly related to capital, as supported by Decision Package requests
- Council Strategic Priorities, if growth-related
- Future uses, by transferring to a reserve

⁵ Updated to reflect the work done for the 2019 Development Charges Background Study.

The preliminary draft budget will provide a comprehensive recommendation.

An infrastructure levy of \$600,000 increase in ARF contributions)

The Infrastructure Levy is the change in the annual contributions to the tax-supported Asset Replacement Fund (ARF). The goal is to reduce the infrastructure funding gap and the interfund debt⁶.

The Capital Financing Sustainability Strategy recommended an annual increase in the tax-supported ARF contribution equal to a 1% tax increase. This resulted in the following infrastructure levies:

| | | | |
|------|-------|---------|-------|
| 2013 | 0.84% | 2017 | - |
| 2014 | 0.74% | 2018 | 0.68% |
| 2015 | 1.00% | 2019 | 0.75% |
| 2016 | 0.80% | Average | 0.69% |

For 2020, a 1% increase equates to \$600,000. CYFS, supported by its 10-year financial plan and asset management plan, has requested \$119,000 of this.

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

There are no new extraordinary items for 2020

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

At this time, there are no new extraordinary items. The costs for Bill 148 that have not yet been fully funded are addressed in the next section of this report. The potential impact of the province's Regional Governance Review is unknown at this time.

\$240,000 in expenses items are being carried forward from 2019

A strategy to deal with *Bill 148, A Plan for Fair Workplaces and Better Jobs*, was developed for the 2018 budget. The estimated total cost of \$680,000⁷ was distributed to the 2018 (\$280,000) and 2019 (\$200,000) budgets, leaving the final \$200,000 for 2020.

⁶ Tax-supported Asset Replacements Funds have borrowed \$18 million from the rate-supported Funds.

⁷ The original estimate was \$1.56 million. *Bill 47, Making Ontario Open for Business*, reduced the cost substantially.

The 2019 budget included a provision for increases to casual wages unrelated to Bill 148; \$40,000 of that provision was deferred to 2020.

The starting point for 2020 is a 3.90% tax increase

Summarizing the targets set above:

| Tax-supported operating budget | Net increase in \$ | % Tax increase |
|---------------------------------------|---------------------------|-----------------------|
| - Town | \$ 996,000 | 1.66% |
| - CYFS | 439,000 | 0.73% |
| - Library | 65,000 | 0.11% |
| - Mulock Farm | - | - |
| - Enhancements | - | - |
| - Growth, net | - | - |
| subtotal | \$ 1,500,000 | 2.50% |
| - ARF | 600,000 | 1.00% |
| - Carried forward | 240,000 | 0.40% |
| Total | \$ 2,340,000 | 3.90% |

Budget reductions options will be presented

Historically, Council strives to keep the tax increase below 3.00%. The preliminary draft budget will include options to achieve this.

There are four basic tactics: efficiencies, new revenues, managing risk, and service level adjustments.

1. Efficiencies

Efficiencies are realized when the same service levels can be provided at a lower cost. The savings may be from operational changes, better pricing or capital investment.

The 2019 capital budget included projects that will reduce annual building maintenance expenses by \$23,845.

2. New Revenues

Developing new sources of revenues or increasing existing ancillary revenues can reduce the pressure to increase taxes. It can be a more equitable distribution of service costs to existing residents. It can be tapping into other sources, such as fees to non-residents.

With possible interest rate hikes in 2019 and 2020, investment income will be reviewed to see if there is an opportunity to increase the budget for that revenue.

3. Managing Risk

There are some expenses and revenues that are subject to significant fluctuations from year to year. Two examples are winter control and supplementary taxes. It is prudent to build contingencies into their budgets.

The Town has taken the approach of minimizing the budget contingency by utilizing dedicated reserves for expense stabilization. Where this is done, the annual budget is based on historical averages and budget variances are transferred to or from the reserve as required. This results in an overall lower budget requirement.

For 2020, this practice will be extended to our facility utility costs. Although there should not usually be significant fluctuations, there are numerous budgets for each facility with a built-in contingency. Consolidating them and providing a reserve⁸ will reduce the overall cost.

In addition, sometimes there can be anticipated expenses for which the impact can only be estimated. In these situations, the conservative approach is to provide for the “worst case scenario.” A more risk tolerant approach is to provide a lower amount based on the possibility that circumstances may change – that either the requirement or how it is addressed may result in a lower cost.

Bill 148 was dealt with in this way in 2018 and the cost was subsequently reduced by \$880,000 by a change in the provincial government. Casual wages are being handled in this manner with \$40,000 being deferred to 2020 on the possibility that the impact may be reduced.

4. Service Level Adjustments

Lowering the level of service provided can lower the cost of providing that service. This is the most challenging of the tactics to employ as it is usually faced with resistance. Council, as part of their Strategic Priorities, may consider a review that could include some recommendations in this area.

If the Hollingsworth Arena is decommissioned, it could result in a net savings in the \$75,000 range.

The 5 year outlook quantifies possible budget reduction challenges

Appendix B is a preliminary outlook; it includes the 2019 budget for reference, 2020 as the current year being developed, and an outlook for the years 2021 to 2023. Inflation assumptions are included.

⁸ \$200,000 was allocated from the 2018 tax-supported operating surplus to fund this reserve.

To keep the tax increase below 3.00% will require budget reductions of approximately \$500,000 each year.

Newmarket's tax rates continue to be competitive

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

Appendix C compares Newmarket's per capita tax levy to the average for the Greater Toronto Area (GTA). The 2019 projection is an estimate based on limited information; however, it can be reasonably expected that Newmarket's per capita tax levy could be 10% below the Greater Toronto Area (GTA) average during this term of Council.

RATE-SUPPORTED OPERATING BUDGETS

Rate-supported financial plans will be updated later this year

Rate-supported operating budgets – water, wastewater and stormwater are funded 100% from non-tax revenues. They have 6-year financial plans that were approved by Council in 2017. These plans will be updated in September, 2019 and will be the foundation for 2020 budget requests.

Water and Wastewater rates moving towards the York Region average

Appendix D shows how Newmarket's combined water and wastewater rates⁹ compare to the York Region average. This trend should continue for the next few years. Unless flushing continues to be an issue, installing smart meters and leveraging substantial reserves should result in rates being at the Region average during this term of Council. The update of the 6-year financial plan will analyze this further.

Stormwater rates will be challenged to fund LID initiatives

Council intends to proceed with Low Impact Development (LID) projects as part of its goal of environmental stewardship. This was not taken into consideration when the Stormwater Rate Group was segregated from the tax-supported budget. It was not factored into the Stormwater Rate or into the original 6-year financial plan. These investments could possibly double the Stormwater Rates. Options will be included in the update to the financial plan in September, 2019.

⁹ Commonly referred to as just the 'water rate' including the wastewater portion.

Building permit fees will continue to fund the Building Department

Building permit fees cannot be used to subsidize the tax-supported budget. Consequently revenues earned in excess of expenditure needs have been transferred to a dedicated reserve fund. The reserve fund has grown and negated the need for rate increases over the last few years.

CAPITAL BUDGET

The capital budget remain within the available funding envelope

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

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

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

| Capital category | Main funding source | Availability of funding |
|------------------|--|--|
| Replacement | Asset Replacement Fund (ARF) | Limited to the allocated portion of the Asset Replacement Funds ¹⁰ |
| Growth | Development Charges (DC's) | Subject to inclusion in the 2019 Development Charges Background Study, and having sufficient funding for the non-growth or exempt portion if any ¹¹ |
| Other | General revenues and reserves funds as appropriate | There is an annual provision in the operating budget and there are unallocated amounts in the general reserves for capital ¹² |

¹⁰ The Asset Replacement Strategy will be presented to Council in September and will recommend a refinement to the allocation of ARF funds to address the interfund debt.

¹¹ DC's cannot fund 100% of a project if some of it is deemed to be benefiting existing (and not just new) users, and/or if there is a statutory 10% reduction. Assessment growth revenue may be used to fund the shortfall.

¹² \$100,000 was allocated from the 2018 tax-supported operating budget surplus for this purpose.

Usually about 55% to 65% of new capital requests are in the Replacement category and about 35% are Growth. The requests are funded 45% to 60% from ARF and 20% to 35% from DC's.

Request for new capital projects are documented in Decision Package forms.

A multi-year capital plan will be introduced with the 2020 budget

The 2020 capital budget will be supported by a multi-year capital plan. This 10-year projection will include:

1. Council approved budgets:
 - Approved but unspent capital budgets – this will be the projects previously known as “capital carryovers” allocated to achievable timelines ¹³
 - New budgets, i.e. the 2020 requests
2. Forecasts:
 - Growth-related capital projects from the 2019 Development Charges Background Study
 - Council approved Asset Management Plans
 - Estimates included with the approved 2019 capital requests

Forecasts are included for context and completeness. They still require Council budget approval to authorize expenditures.

Details, such as reporting, still need to be worked out, but this initiative will be a major step forward for the Town and addresses a Council Strategic Priority. Some of the expected outcomes are:

- A reasonability check on the capacity to deliver the capital program
- A test for availability of funding
- A starting point for future annual capital budgets

The 2019 DC update, Asset Replacement Fund Strategy, and future Asset Management Plans are supportive of this endeavor.

RESERVE AND RESERVE FUND BUDGETS

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

¹³ The Region Municipality of York refers to this as the ‘Capital Spending Authority’

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

Conclusion

Staff will commence constructing their 2020 budgets requests based upon the process and targets set by Council as outlined in this report. The goal is to present the preliminary draft budgets on October 15, 2019 and to approve the budget before the end of the year.

The first phase of the Community Engagement process will begin in July, 2019.

Interim appropriations should not be required for 2020 if the budget is adopted on December 2, 2019 as per the proposed schedule.

Business Plan and Strategic Plan Linkages

Council priorities have not been formally established yet.

Consultation

These recommendations are the product of lessons learned from the 2019 and previous budget experiences. They include recommendations that have been reviewed by the Strategic Leadership Team (SLT), the Operational Leadership Team (OLT) and representatives across departments from members of the Budget Committee and the Budget Sub-committee.

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

Public Engagement for the 2020 Budget

Recap of 2019 budget engagement

Public engagement for the 2019 budget focused on education around the Town's overall budget process. Content related to the Supplementary Budget and financing for the Mulock Estate was also included in budget-related items.

The objectives of Phase One engagement were to show residents how the Town "builds the budget" (the budget process); and to provide residents with a greater understanding of where tax dollars go. This was achieved by:

- Providing a breakdown of the regional, municipal and school board portions of a tax bill in primary communications tactics;
- Including an explanation of the services the Town provides and the fees associated with those services (based on the average assessed home in Newmarket in 2018) in primary communications;
- Making services and fees the main focus of the 2019 “Put Your Money Where it Matters” budget game which was available to residents online and at community events and promoted through all Town-run digital and print communications channels.

A total of 409 people participated in the “Put Your Money Where it Matters” budget game and the Town received over 150 comments on our budget process and budget engagement, which is the highest number of comments received during the budget engagement process to date.

Public engagement for the 2020 budget

A comprehensive communications and community engagement plan for the 2020 budget will be developed by the Corporate Communications Department and Finance and can be rolled out in two phases: Phase One will run from July to the end of September/early October 2019, and Phase Two will run October/November.

Phase One will include extensive public outreach through engagement opportunities at community events and an online forum for residents to provide questions, comments and feedback, which will be reported to Council at the October Budget meeting and Information Report. Phase Two will concentrate on more focused media relations efforts including interview coordination, media releases and recaps of Budget meetings included in the Newmarket Now e-newsletter, which is distributed to residents and the media.

2020 Budget and community engagement tools may include:

- A dedicated webpage – newmarket.ca/2020budget
- Budget Booths featuring games/interactive activities at community events
- Survey/game
- All household mailer – June tax insert
- Council Toolkit
- Posters, signage and print pieces (postcards, other printed material)
- Social media campaigns
- Ads in the Town Page of the Newmarket Era, snapd
- Newmarket Now e-newsletter
- Screens and marquees at Town facilities
- Graphics
- Community Open House event in 2019
- Question and Answer forum on Hey Newmarket or finance blog
- Update of Budget 101 terms and definitions

- Media Releases
- Media interviews

Human Resource Considerations

Not applicable to this report.

Budget Impact

This report sets out the process for developing the 2020 operating and capital budgets.

The tax-supported budget starts with a 3.90% tax increase and suggests that this could be lowered to below 3.00%. Targets for the rate-supported budgets are deferred to the approval of their updated 6-year financial plans in September. The capital budget will be within its available funding envelope which has not been defined yet.

The report touches on possible comparative targets for the 2020 and future operating budgets.

Attachments

Appendix A – Proposed Schedule for the 2020 Budget

Appendix B - Tax-supported Operating Budget Outlook

Appendix C - Newmarket's per capita tax levy remains below GTA average

Appendix D - Newmarket's Water rates compared to Regional average

Approval

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

Esther Armchuk, LL.B
Commissioner, Corporate Services

Contact

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

Proposed Schedule for the 2020 Budget



| ACTIVITY | DATE | MEETING | STATUS |
|---|-----------------|------------------------|--------|
| Recommendations for 2019 budget process - schedule, targets. community engagement | April 29 | Committee of the Whole | |
| Community Engagement Phase 1 | July to October | - | |
| Fees & Charges for early approval – licensing, recreation | June 17 | Committee of the Whole | |
| Approval of early Fees & Charges | June 24 | Council | |
| Presentation of the Preliminary Draft budgets | October 15 | Committee of the Whole | |

continued . . .



Proposed Schedule for the 2020 Budget



| ACTIVITY | DATE | MEETING | STATUS |
|---|---------------------|--------------------------------|--------|
| Community Engagement Phase 2 | October to November | - | |
| Consideration of the Capital and Rate-supported Budgets | October 28 | Special Committee of the Whole | |
| Consideration of the Tax-supported Operating Budget | November 11 | Special Committee of the Whole | |
| Presentation of the Draft Budgets and remaining Fees & Charges for approval | November 25 | Committee of the Whole | |
| Approval of the Budgets and remaining Fees & Charges | December 2 | Council | |

continued . . .



Appendix B: Tax-supported Operating Budget Outlook

| | 2019 | 2020 | 2021 | 2022 | 2023 |
|-------------------------|--------------|--------------|--------------|--------------|--------------|
| Inflation (CPI) | 2.70% | 2.00% | 2.50% | 2.50% | 2.50% |
| Tax increase: | | | | | |
| - Base | 2.95% | 2.50% | 2.75% | 2.75% | 2.75% |
| - Extraordinary | 1.28% | 0.40% | - | - | - |
| - ARF | 0.75% | 1.00% | 1.00% | 1.00% | 1.00% |
| | 4.98% | 3.90% | 3.75% | 3.75% | 3.75% |
| Reductions | | | | | |
| Tax % | 2.03% | 0.91% | 0.77% | 0.78% | 0.76% |
| \$ | \$1,727,000 | \$550,000 | \$475,000 | \$500,000 | \$500,000 |
| Revised increase | 2.95% | 2.99% | 2.98% | 2.97% | 2.99% |





Appendix C: Newmarket's per capita tax levy remains below GTA average

| Year | Newmarket | GTA average | % below |
|------|----------------|----------------|----------------|
| 2014 | \$ 1215 | \$ 1360 | - 10.6 % |
| 2015 | \$ 1247 | \$ 1377 | - 10.7 % |
| 2016 | \$ 1277 | \$ 1442 | - 9.4 % |
| 2017 | \$ 1302 | \$ 1464 | - 11.1 % |
| 2018 | \$ 1359 | \$ 1509 | - 9.9 % |
| 2019 | <i>\$ 1406</i> | <i>\$ 1557</i> | <i>- 9.7 %</i> |

Italicized Figures are Projections



Appendix D: Newmarket's Water rates compared to Regional average



| Year | Newmarket | York Region average | % above |
|------|-----------|---------------------|---------------|
| 2014 | \$ 914 | \$ 741 | 23.3 % |
| 2015 | \$ 967 | \$ 804 | 20.3 % |
| 2016 | \$ 1030 | \$ 879 | 17.2 % |
| 2017 | \$ 1090 | \$ 949 | 14.9 % |
| 2018 | \$ 1157 | \$ 1019 | 13.5 % |
| 2019 | \$ 1216 | <i>\$ 1089</i> | <i>11.2 %</i> |

Italicized Figures are Projections





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Update on the Clock Tower Settlement Staff Report to Council

Report Number: 2019-46

Department(s): Legal and Procurement Services

Author(s): Karen Reynar

Meeting Date: April 29, 2019

Recommendations

1. That the report entitled Update on the Clock Tower Settlement dated April 29, 2019 be received for information.

Executive Summary (use if report is longer than 5 pages)

In accordance with the Minutes of Settlement between the Town and Main Street Clock Inc. (“**MSCI**”), MSCI has recently applied for funding through the Community Improvement Plan (“**CIP**”) Incentive Program. MSCI has also begun some work on the MSCI Lands (defined below) and has publicly announced its intention to put the MSCI Lands (defined below) up for sale.

This report puts each of these developments into context and provides some more information about what exactly is contemplated for these properties.

The work that is planned, which may be partially funded by the CIP Incentive Program as long as the projects qualify, will revitalize the facades of the buildings and bring the interiors up to building code standards. The resulting enhancement to the appearance of these properties will be a positive change for the entire downtown area, which is in the best interest of all residents.

The potential sale of the MSCI Lands will be occurring after the majority of the Town’s main objectives from the settlement have already been achieved, including the withdrawal of the two costly OMB Appeals and one Court Application, and the transfers of land within market square. Staff will work with MSCI to ensure there is clarity around

the transfer of any remaining benefits and obligations in the Minutes of Settlement to successor land owner(s).

Purpose

The purpose of this report is to provide an update on recent developments related to the properties owned by MSCI (178-194 Main Street South) and explain what each of these developments mean for the Town.

Background

MSCI purchased the property municipally known as (i) 178 and 180 Main Street South on March 1, 2011 (the “**Clock Tower**”), and (ii) the properties municipally known as 184, 186, 188, 190, 192 and 194 Main Street South on September 9, 2013 (the “**Main Street Buildings**”), and collectively with the Clock Tower, the “**MSCI Lands**”).

The Ontario Municipal Board (“OMB”) Appeals

In September 2013, MSCI submitted an application for zoning by-law amendment to the Town to amend the existing Historic Downtown Urban Centre Zone on the MSCI lands to permit a six storey mixed use development.

The Town passed By-law 2013-51 (the “**Heritage District By-law**”) to implement the Heritage Conservation District for Lower Main Street South on October 21, 2013. MSCI appealed the application of the Heritage District By-law to the MSCI Lands (the “**Heritage Appeal**”).

The Town received a re-submission of the MSCI application for zoning by-law amendment on February 2, 2016 (the “**2016 Re-Submission**”). The re-submission contemplated a seven storey mixed use building and included revised drawings and updated studies.

The Town formally denied MSCI’s application for zoning by-law amendment on December 5, 2016. MSCI appealed the Town’s decision to the Ontario Municipal Board (the “**Zoning Appeal**”).

By order of the Ontario Municipal Board, the Heritage Appeal and the Zoning Appeal (collectively, the “**OMB Appeals**”) were consolidated on May 11, 2017, with both scheduled to be heard in a three week hearing commencing on August 7, 2018.

The Land Exchange Agreement

On October 14, 2003, the Town and the former owner of 184, 186, 188, 190, 192 and 194 Main Street South, entered into a Land Exchange Agreement (the “**2003 Land**”).

Exchange Agreement"). The 2003 Land Exchange Agreement was important to the Town as it was an agreement to clean up some complicated title issues in market square, and exchange certain lands which would result in the Town owning lands more suitable for public use and the circulation of vehicles in the area.

By Notice of Application dated June 14, 2017, the Town brought an application to the Ontario Superior Court of Justice seeking a declaration that the 2003 Land Exchange Agreement was binding on MSCI as successor in title to the party that entered into the 2003 Land Exchange Agreement (the "**Court Application**"). MSCI opposed the relief in the Court Application.

Settlement Discussions

The Town and MSCI resolved their differences and agreed to settle both the Court Application and the OMB Appeals. The terms of settlement are set out in the Minutes of Settlement dated May 2, 2018 (the "**Minutes of Settlement**"), which are available on the Town's website at:

[https://www.newmarket.ca/LivingHere/Documents/Executed%20Minutes%20with%20Schedules%20\(2\).pdf](https://www.newmarket.ca/LivingHere/Documents/Executed%20Minutes%20with%20Schedules%20(2).pdf)

Recent Developments

Recently, a few things have occurred related to the MSCI Lands:

- 1) MSCI has confirmed that it will be listing the MSCI Lands for sale;
- 2) MSCI submitted an application to the NDDC Committee on March 29, 2019 for the Community Improvement Plan ("**CIP**") Incentive Program funding contemplated in the Minutes of Settlement; and
- 3) Construction activity has started on the MSCI Lands.

This report will address what each of the above developments means for the Town.

Discussion

(1) MSCI's Intention to Sell the MSCI Lands

The Town's Main Objectives from the Settlement Have Already Been Achieved

At the time that the Town entered into settlement negotiations with MSCI, the Town and MSCI were involved in two OMB Appeals and one Court Application. The Town was exposed to the possibility that:

- i. the MSCI Lands would not be included within the Town's Historic Downtown Urban Centre Zone;
- ii. the MSCI proposal for a seven storey mixed use building would be approved by the OMB. This was particularly a concern given the OMB's ability to review all appeals *de novo* without any deference to Council opinion; and
- iii. the 2003 Land Exchange Agreement would not be upheld.

The Minutes of Settlement resulted in the withdrawal of both OMB Appeals. This means that the MSCI Lands are now within the Town's Historic Downtown Urban Centre Zone. If the land is sold to new owners, they will be buying with notice of the Historic District, and, any appeal would now go to the LPAT, which provides significantly more deference to local Council opinion.

The settlement of the two OMB Appeals and the Court Application also avoided a scheduled three week long OMB hearing, which was estimated to cost the Town several hundred thousand dollars in fees between external legal counsel and experts (in addition to staff time).

Finally, the settlement also required that the 2003 Land Exchange Agreement be honoured and the contemplated transfers have now all taken place, bringing certainty to the land in market square, and a more ideal arrangement for the Town owned parcels.

The Transfer of the Benefits and Obligations in the Minutes of Settlement to Future Owner(s)

Section 45 of the Minutes of Settlement provides that the terms of settlement are binding upon successors and assigns of the parties. If all of the MSCI Lands are transferred to one new owner, then the benefits and obligations will also transfer to that new owner.

What is more complicated is the possibility that MSCI will apply for and be granted consent to sever the MSCI Lands into multiple parcels for sale to potentially multiple new owners. If severances are applied for and approved, staff will work with MSCI to prepare a first amendment to the Minutes of Settlement, which will make it clear exactly which benefits and obligations transfer to which new owners. Staff will report back to Council to seek approval to execute the first amendment to the Minutes of Settlement, if such an amendment becomes necessary.

(2) MSCI's Application for Funding from the CIP Incentive Program

The Town's Commitment to Provide Access to the CIP Incentive Program

As part of the settlement, both parties agreed to honour all terms of the 2003 Land Exchange Agreement. This was consistent with recognizing that the 2003 Land Exchange Agreement was binding on both parties, which was the Town's position in the Court Application. The only two commitments from the 2003 Land Exchange Agreement which remained outstanding (in addition to the land exchanges) were that:

- a) The Town will make every effort to expedite consideration of applications for permits and/or approvals; and
- b) The Town will provide priority access to the Newmarket Downtown Development Committee (the “**NDDC**”) incentive program provided that the project qualifies and meets program criteria to the extent funds are still available in the year of application, and, if not available, provide priority access the following year provided the project proceeds.

The above language in (a) and (b) is quoted from the 2003 Land Exchange Agreement. Reference to honouring these two original commitments is in Section 10 of the Minutes of Settlement.

As part of the settlement negotiations, MSCI requested two refinements to the above second commitment from the 2003 Land Exchange Agreement:

1. That a specific amount be linked to the potential grant funding available. An upset limit of \$100,000 was therefore agreed upon; and
2. That the Town set aside the \$100,000 for MSCI’s exclusive use in a reserve fund for five years. This means that the funding for MSCI would not detract from the available budget for other applications made in the same year.

These two refinements are reflected in Sections 21(d) and 31 of the Minutes of Settlement.

Is it fair for MSCI to still access the CIP Incentive Program given that the MSCI Lands may be sold?

There are a few important points to remember which put the Town’s commitment to provide access to the CIP Incentive Program funding into context:

1. The Minutes of Settlement do not prohibit MSCI from selling the MSCI Lands and MSCI’s decision to sell does not relieve the Town of its stated commitments. If the Town was to refuse to honour its commitment in both the 2003 Land Exchange Agreement and in the Minutes of Settlement, MSCI could bring an action to enforce either of these agreements against the Town. This would mean more litigation at the cost of Newmarket taxpayers.
2. The renovations proposed are consistent with Town objectives as well as those of MSCI because the enhancement of these buildings contributes to the overall revitalization of a key area of downtown Newmarket, which is in the interest of all residents.
3. The façade improvements will be done in consultation with the Town’s heritage expert and the MSCI heritage expert, and will follow the regular process required by legislation.

4. The CIP Incentive Program requires documented private investment in addition to the public investment. This means that:
 - a. MSCI must submit receipts showing its own expenditure of funds prior to being eligible for access to Town grant money;
 - b. The grant money is not a full reimbursement of all of MSCI's costs. Rather, as documented in Section 31 of the Minutes of Settlement, MSCI is only eligible for reimbursement of 50% of their costs up to a program maximum for each address; and
 - c. While the program requires a minimum of 50% investment on the part of the private sector, given that there is an upset limit on the total amount of funding available, it is much more common to see the private sector put in up to four times the amount received in funding. Based on the plans submitted by MSCI, their level of investment appears to be consistent with that historical practice.
5. MSCI would be able to apply for funds through the CIP Incentive Program even outside of the Minutes of Settlement (and might actually be entitled to even more than \$100,000).

What is the CIP Incentive Program funding going to be used for?

In accordance with Section 31 of the Minutes of Settlement, MSCI has applied for CIP Incentive Program Funding through (i) the Façade Improvement and Restoration Program, and (ii) the Interior Renovation and Improvement Program. More information on exactly what is proposed follows in the next section.

As also noted in Section 31 of the Minutes of Settlement, in order to be eligible for funding the projects must qualify under the terms of the CIP Incentive Program and the regular process must be followed.

(3) Construction Activity on the MSCI Lands

The New Development Concept

As part of the settlement, MSCI agreed not to pursue the proposed development that was presented in the 2016 Re-Submission or the revised development concept "Plan B" that was presented at the OMB Pre-Hearing Conference held on May 3, 2017.

MSCI agreed to instead redevelop the MSCI Lands within the existing Official Plan land use permissions and zoning for the properties and the redevelopment was to be contained entirely within the existing building envelopes and structure, with certain

exceptions, all of which were at MSCI's sole option and discretion (the "**New Development Concept**").

While MSCI did originally express publicly that it intended to bring forward an exciting new proposal for the MSCI Lands, the Minutes of Settlement do not obligate MSCI to go that far. The definition above is what was agreed to as the legal commitment on MSCI's part. MSCI has now submitted certain plans (described in greater detail below) and those plans do fit the above definition in that they are (i) within the existing Official Plan land use permissions and zoning for the properties, and (ii) the redevelopment will be contained entirely within the existing building envelopes and structure.

It was the Town's goal for the development to stay within land use permissions and zoning and within the building envelope and structure, and that is all happening. More than that, the proposed construction is going to beautify and enhance the facades on the buildings, and bring the interiors up to *Building Code* standards which will ensure these heritage buildings are preserved. This is a positive step forward. There is no demolition or loss of heritage features (interior or exterior) within the submitted plans.

What has MSCI proposed for the exterior of the buildings on the MSCI Lands?

The Town has received an application for Heritage Permit for façade restoration on 184 to 194 Main Street South. Using appropriate conservation principles, the facades of the three buildings will be rehabilitated and restored. The conservation proposal is currently under review by the Lower Main Street South Heritage Conservation District Advisory Group. A summary of the buildings and proposed works can be found on the Town's website at:

<https://www.newmarket.ca/LivingHere/Pages/Planning%20and%20development/Planning%20Applications/Current%20Applications/Clocktower-Application.aspx>

A Building Permit application for the exterior facades was received by the Town on March 29, 2019 and is currently waiting on comments from Heritage Newmarket prior to approval.

What has MSCI proposed for the interior of the buildings on the MSCI Lands?

180 Main Street South (former residence and post office building)

The MSCI proposal is for routine maintenance that does not require a Building Permit. The maintenance will include replacing some flood damaged drywall, fixing the HVAC and replacing the roof.

184/186 – 188-192 Main Street South

Building permit applications were received on March 22, 2019 for interior restoration work which includes removing and replacing drywall, carpet/flooring, repairing subfloors

and capping plumbing. The intent is to create an open shell space for future tenant fit-outs. Building permits for this interior work were issued on April 3, 2019.

Conclusion

MSCI and the Town are both committed to honouring the terms of the Minutes of Settlement, and to also following all other regular processes with respect to the applications for funding, heritage permits, building permits, or otherwise.

The work that is planned will revitalize the facades of the buildings on the MSCI Lands and will bring the interiors up to building code standards. The resulting enhancement to the appearance of these properties will be a positive change for the entire downtown area, which is in the best interest of all residents.

The potential sale of the MSCI Lands will be occurring after the majority of the Town's main objectives from the settlement have already been achieved. If all of the MSCI Lands are sold to one successor land owner, then any remaining benefits and obligations in the Minutes of Settlement will pass to that successor land owner. If MSCI applies for and is granted consent to sever the MSCI Lands into multiple parcels, staff will work with MSCI to ensure there is clarity around which benefits and obligations in the Minutes of Settlement pass to which successor land owner(s), and will report back to Council on those discussions.

Business Plan and Strategic Plan Linkages

The Clock Tower settlement supports the following strategic objectives of the Town:

Well-Equipped and Managed: negotiating a positive resolution to litigation involving the Town

Well Balanced: encouraging heritage preservation

Well Respected: honouring our past, while planning for our future

The use of the CIP Incentive Program Funding to revitalize the buildings on the MSCI Lands also supports Council's new strategic priorities, which highlight the continued success of the downtown as an important initiative.

Consultation

The Senior Leadership Team, Planning and Building Services, and Economic Development were all consulted in the development of this report.

Human Resource Considerations

None.

Budget Impact

There is no budget impact associated with this report. The funding described above related to the CIP Incentive Program has already been set aside into a reserve for MSCI in accordance with the Minutes of Settlement.

Attachments

None.

Approval

Esther Armchuk, Commissioner of Corporate Services

Peter Noehammer, Commissioner of Development and Infrastructure Services

Ian McDougall, Commissioner of Community Services

Karen Reynar, Director of Legal and Procurement Services

Rick Nethery, Director of Planning and Building Services

Contact

For more information on this Report, please contact: Karen Reynar, Director of Legal and Procurement Services, at 905-953-5300, Ext. 2437.



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2019 User Fees and Charges – Tree Maintenance Fee For New Trees on Town-Owned Land at Development Sites Staff Report to Council

Report Number: 2019-39

Department(s): Engineering Services and Public Works Services

Author(s): Rachel Prudhomme, Director Engineering Services and Chris Kalimootoo
Director, Public Works Services

Meeting Date: April 29, 2019

Recommendations

1. That the report entitled “2019 User Fees and Charges – Tree Maintenance Fee for New Trees on Town-Owned Land at Development Sites”, dated April 29, 2019, be received; and,
2. That Schedule “E”, of the Town of Newmarket 2019 User Fees for Engineering Services be amended, approved and adopted through by-law, to include a Tree Maintenance Fee of \$85 (plus HST) per tree, to be reviewed annually and adjusted accordingly; and,
3. That the Tree Maintenance Fee come into effect on May 1, 2019; and,
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Executive Summary (use if report is longer than 5 pages)

Please see below.

Purpose

The purpose of this report is to recommend a new Engineering Services user fee to come into effect as of May 1, 2019, to support the maintenance of new trees that have been planted within municipal properties (i.e. municipal road allowances, parks, open spaces, facilities, etc.), as part of a development application.

Background

Through the development application process (Subdivision Agreements and Site Plan Agreements), a significant number of new trees are planted each year within

municipally-owned properties. To maximize the life span of the trees, it is important to start a proper maintenance program as early after planting as possible. This would include timely fertilization and pruning that should begin approximately two years after the planting of a tree. Such a program will ensure that the structure of the tree will support future growth and well-being of each tree for several decades. Furthermore, an early start on the maintenance of a tree will save on costs associated with future additional maintenance or replacement that could have been avoided if proper early maintenance had been done. Such costs can be caused by structural problems, such as weak limbs and branches that need to be removed, poor crown development causing stunting of trees, and possible damage to properties from weak branches or whole trees that snap as a result of strong winds or other outside forces.

Currently, the Town cannot begin to maintain the new trees until all works performed on the municipally-owned part of the development lands have been assumed. This assumption can take numerous years, because it is entirely up to the developer to decide when to apply to the Town for assumption. During the several years prior to assumption, there is no way to know if the trees that the Town will assume in the future have been properly maintained from an early age. Therefore, the Town could be inheriting trees that will develop structural or other issues later on after assumption.

Discussion

For the reasons explained above, staff is recommending that the Town take over the maintenance of trees two years after they are planted, regardless of whether the developed lands have been assumed or not. A Tree Maintenance Fee of \$85.00 (plus HST) would apply to each tree planted on Town-owned property by a developer or landowner as a result of a Site Plan Agreement or Subdivision Agreement. This fee would be collected as part of the Subdivision Agreement or Site Plan Agreement process.

Developers would still be required to provide a two-year warranty on newly planted vegetation, including trees within municipally-owned lands. Prior to acceptance, the trees would be inspected by the Town's consulting arborist, in conjunction with the Developer's Arborist, after the two-year period has ended. If the tree needs to be replaced, it would be done by the developer before the Town accepts the tree. Once a tree has been accepted by the Town, the Town's Public Works Services (PWS) would start the tree maintenance program to ensure a healthy environment for its future growth. The cost of the program will be recovered through the proposed Tree Maintenance Fee.

The Tree Maintenance Fee will be reviewed annually and adjusted accordingly, as part of the Town's annual budget review process.

Conclusion

Staff is recommending a Tree Maintenance Fee of \$85 (plus HST) per tree planted by a developer or landowner on Town-owned lands as a requirement of a Site Plan or Subdivision Agreement, and that this fee shall be reviewed annually and adjusted accordingly as part of the Town's annual budget review process.

Business Plan and Strategic Plan Linkages

The adoption of the proposed Tree Maintenance Fee is in alignment with the key focus area of "Well-equipped and managed", of the Town's Community Strategic Plan.

Consultation

PWS has been consulted and is in agreement with the proposed tree maintenance program to ensure the healthy life span for the Town's urban forest.

Human Resource Considerations

No additional resources are recommended as part of this report.

Budget Impact

Operating Budget: The Tree Maintenance Fee revenue will offset the cost recovery to undertake the tree maintenance program.

Capital Budget: Not applicable

Attachments

None

Approval

Rachel Prudhomme, M.Sc., P.Eng., Director, Engineering Services

Chris Kalimootoo, P.Eng, Director, Public Works Services

Peter Noehammer, P.Eng., Commissioner, Development and Infrastructure Services

Contact

Rick Bingham, C.E.T., Manager, Development Engineering



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Site Specific Exemptions to Interim Control bylaw 2019-04 Staff Report to Council

Report Number: 2019-43

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

Author(s): D. Ruggle

Meeting Date: April 29, 2019

Recommendations

1. That the report entitled Site Specific Exemption to Interim Control By-law 2019-04 dated April 29, 2019 be received; and,
2. That Council approve the process for exemption from Interim Control By-law 2019-04, as outlined in this report.

Purpose

The purpose of this report is to recommend to Council a site specific amendment process for properties within the boundaries of Interim Control by-law 2019-04.

Background

Council passed Interim Control By-law 2019-04 on January 21, 2019, put in place due to concerns with over building in established neighbourhoods. At the March 18, 2019 Committee of the Whole meeting, Committee directed staff to bring forward an exemption process for properties subject to Interim Control By-law 2019-04.

Discussion

Residential trends in Newmarket are shifting from suburban growth to urban intensification and redevelopment. Concerns have been raised regarding the compatibility of new homes or additions to existing homes that comply with the current

Site Specific Exemption Process for Interim Control by-law 2019-04

zoning by-law regulations, but are considered to be out of character with the built form of the established neighbourhoods in which they are located.

One of the fundamental objectives of planning and zoning is to ensure compatibility between properties and land uses. Compatibility is achieved in part by regulating land use and built form.

As such, Council directed staff to initiate a study of existing established neighbourhoods to examine the regulatory framework of the Town's Zoning By-law and Official Plan and propose recommendations for amendments that will assist in maintaining the existing character of the mature neighbourhoods.

Council enacted Interim Control By-law 2019-04 on January 21, 2019, to restrict the level of change in the Town's established neighbourhoods until new directions have been established through completion of the study.

At the March 18, 2019 Committee of the Whole meeting, staff were given direction to bring forward an exemption process for properties subject to Interim Control By-law 2019-04. The process established by the Town of Halton Hills was referenced in the discussion by Council.

The Town of Halton Hills recently proceeded through a similar process in relation to an Interim Control By-law controlling development in established neighbourhoods. Halton Hills established an exemption process that consists of an internal review of proposed residential dwellings and additions within the subject area of the ICB on a case by case basis to determine compatibility with the existing neighbourhood character. Approvals are granted by Council through an amendment to the ICB.

The Proposed Process

The proposed process is heavily based on the process Halton Hills has implemented as it appears to provide sufficient review to enable staff to make a recommendation and Council to make an informed decision.

The Owner of the property will submit a written exemption request to Planning and Building Services, including:

- the address and lot dimensions
- photos of all four sides of the existing dwelling (front, sides, and rear), as well as photos of the streetscape that depict the relationship between the existing dwelling and adjacent dwellings;
- the gross floor area of the existing dwelling;
- the gross floor area and conceptual site plan of the proposed dwelling or addition;
- four dimensioned elevations of the proposed dwelling or addition (front, sides, and rear);

Site Specific Exemption Process for Interim Control by-law 2019-04

- explanation of how the proposed dwelling or addition is compatible with the existing character of the neighbourhood; and,
- the applicant's contact information.

The exemption requests will be evaluated against the following two criteria:

Physical Character Compatibility of the proposed dwelling or addition with the physical character of the existing neighbourhood, inclusive of height, massing, roof lines, and built form; and,

Streetscape Character Compatibility of the proposed dwelling or addition with the streetscape character of the existing neighbourhood, inclusive of setbacks, building projections, siting on property, and relationship to adjacent dwellings.

The Town will notify all abutting and adjacent property owners of the applicant's request for exemption from the ICB, and provide those property owners with 10 days to make a written submission to the Town for staff consideration. Exemption requests and written submissions are to be reviewed by staff and a recommendation is presented in a staff report to Committee/Council for approval. If an exemption is granted by Council, the Town will notify abutting/adjacent property owners that a Council-approved site-specific exemption from the ICB has been granted as well as post Notice of the amending by-law in the local paper. As required under the Planning Act, any Council-approved exemption from the ICB will be subject to a 60-day appeal period. The Town will only issue the required building permits for proposed residential dwellings or additions after a site-specific exemption has been granted by Council and the associated appeal period has lapsed.

Staff propose a fee of \$465.00 for the exemption request to cover the costs associated with posting the Notice in the paper. In the event the exemption is not granted, the fee will be reimbursed.

Conclusion

Staff recommend the above exemption process, largely based on the Halton Hills example, for exemption requests to Interim Control bylaw 2019-04.

Business Plan and Strategic Plan Linkages

The development of new Official Plan policies and implementing zoning by-law related to infill housing and compatibility has linkages to the Community Strategic Plan by

Site Specific Exemption Process for Interim Control by-law 2019-04

developing growth management plans and strategies to create a clear vision for the future of the identified neighbourhoods.

Consultation

N/A

Human Resource Considerations

N/A

Budget Impact

While there is no budgetary component in relation to the recommendation of this report, there will be an increase in staff time for review of the submissions and the preparation of reports for Council consideration. Staff proposed a fee of \$465.00 intended to cover the costs associated with posting the required Notice in the paper.

Attachments

N/A

Approval

Peter Noehammer, Commissioner of Development and Infrastructure Services

Rick Nethery, Director of Planning and Building Services

Dave Ruggle, Senior Planner Community Planning

Contact

Dave Ruggle, Senior Planner – Community Planning druggle@newmarket.ca



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

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

Site Specific Exemption to Interim Control By-law 2019-04 for 578 Lydia Street Staff Report to Council

Report Number: 2019-45

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

Author(s): A. Slattery

Meeting Date: April 29, 2019

Recommendations

1. That the report entitled Site Specific Exemption to Interim Control By-law 2019-04 for 578 Lydia Street dated April 29, 2019 be received; and,
2. That 578 Lydia Street be removed from the Municipal Register of Non-Designated Heritage Properties and photo documentation of 578 Lydia Street be submitted to the Town; and,
3. That Council approve the requested site specific exemption to Interim Control by-law 2019-04 for 578 Lydia Street and that staff be directed to bring forward the necessary exemption by-law.

Purpose

The purpose of this report is to recommend to Council the approval of a site specific amendment to Interim Control by-law 2019-04 for 578 Lydia Street and to remove 578 Lydia Street from the Municipal Register of Non-Designated Heritage Properties.

Background

Council passed Interim Control By-law 2019-04 on January 21, 2019. At the March 18, 2019 Committee of the Whole meeting, Committee directed staff to bring forward an exemption process for properties subject to Interim Control By-law 2019-04, put in place due to concerns with over building in established neighbourhoods.

Discussion

On March 18, 2019, the agent for 578 Lydia Street made a deputation to the Committee of the Whole, requesting an exemption from Interim Control By-law 2019-04 for the proposed new construction of a single-detached dwelling. A copy of the deputation and map of the subject property can be found attached to this report. The owners are

Site Specific Exemption to Interim Control By-law 2019-04 for 578 Lydia Street

proposing to demolish the existing dwelling, which is currently in an unfinished state, and to rebuild a single-detached dwelling approximately 176.5 square metres (1,900 square feet) in size. The proposed dwelling would result in an approximate 53% increase in gross floor area, whereas Interim Control by-law 2019-04 permits a maximum increase of 25%. The proposal can be found attached to this report. The applicants have also submitted an engineering report reviewing the existing residential structure.

On April 3, 2019 the Town of Newmarket received a letter from the subject property owners which included signatures of ten, out of thirteen, neighbouring properties supporting the proposed demolition and construction of a new dwelling at 578 Lydia Street. The owners of 578 Lydia Street were unable to get in contact with the three remaining neighbouring properties for response.

Staff have reviewed the proposal and provide the following comments based on the draft exemption process.

Physical Character

- The subject property is zoned Residential Exception (R1-D-119) which permits a maximum height of 7.5 metres (24.6 feet) for a single storey dwelling, and a maximum height of 10.0 metres (32.8 feet) for a two storey dwelling. The proposed dwelling will be approximately 6.27 metres (20.5 feet) in height.
- The design of the roof of the proposed dwelling is consistent with existing slopes, ridges and rooflines within the neighbourhood.
- The size of the proposed dwelling is appropriate relative to the size of the lot.
- The proposed dwelling will be required to meet all yard setbacks, and will be required to be within the maximum lot coverage requirement, as per Zoning By-law 2010-40.
- The proposed dwelling will not result in over-development of the lot.

Streetscape Character

- The design of the proposed dwelling (massing, style, height) is in-keeping with the existing character of the neighbourhood, which is comprised of moderately-sized single, one and a half, and two storey dwellings.
- The proposed dwelling will be required to meet the front yard setback requirement of Zoning By-law 2010-40, maintaining sightlines and a uniform built form.
- The proposed dwelling will be replacing a dwelling that has sat unfinished for approximately ten years, and as such will improve the overall character of the neighbourhood.

Town staff are of the opinion that the proposed dwelling will not compromise the character of the neighbourhood. As such, staff recommend that the request for exemption of 578 Lydia Street from Interim Control By-law 2019-04 be approved by Council, and that staff be directed to bring forward the necessary exemption by-law.

Site Specific Exemption to Interim Control By-law 2019-04 for 578 Lydia Street

As required under Section 38 of the Planning Act, any amendment to an Interim Control By-law will be subject to a 60-day appeal period.

Heritage

Subject property 587 Lydia Street is listed on the Town's Register of Non-Designated Heritage Properties. Owners of listed properties must give the Council at least 60 days notice of their intention to demolish or remove a building or structure on the property. This allows time for Council to decide whether to begin the designation process or consent to the permit request. If Council does not proceed to initiate the process to designate the property, the property will be removed from the Register and the demolition will be permitted. Prior to Council adding or removing properties from the Registry, they must consult with Heritage Newmarket. A demolition permit was applied for on March 14, 2019 requiring a decision of Council by May 14th, 2019.

Heritage Newmarket Advisory Committee discussed 578 Lydia Street at their inaugural meeting on April 16, 2019 and made the following recommendation:

That the Heritage Newmarket Advisory Committee recommend that the property located at 578 Lydia Street be removed from the Heritage Registry of Non Designated Properties with the condition that it be documented and a photographic record be made of the property prior to demolition.

Property Information

The James Wetherill House was constructed circa 1855. It is a two storey wood frame house in the vernacular style that has seen a number of changes over the years. The house appears to have been in a state of partial construction for at least a decade based on online street view images. The dwelling has some Historical and Associative value as it was once owned by Donald Sutherland, an active member of the community and prominent business owner. Sutherland's businesses included a four-storey mill and later the Clark General Store on Main Street. Sutherland was also Reeve when the village of Newmarket was incorporated. Sutherland took ownership of the property through default of the first mortgage. It is unclear on whether Sutherland lived in the house or was simply the owner as he sold the property to John Eves in the same year he acquired it in 1865.

The owners have provided a report from A-D Engineering Group regarding a structural examination of the dwelling. They conclude that significant structural remediation may be required for any alteration and renovations including foundation stability measures and new footings/underpinnings.

While Donald Sutherland's association with the Town of Newmarket is strong, it remains staffs opinion that this property does not have significant cultural heritage value to warrant designation under the Ontario Heritage Act due to its current state and limited design and contextual value.

Conclusion

It is recommended that Council grant a site-specific exception for 578 Lydia Street, Newmarket, from Interim Control By-law 2019-04 and that staff be directed to bring forward the necessary exemption by-law. It is also recommended that Council remove 578 Lydia Street from the Municipal Register of Non-Designated Heritage Properties.

Business Plan and Strategic Plan Linkages

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

Consultation

Planning staff consulted with the Town's Zoning Officer and Building staff in the review of the exemption request for 578 Lydia Street, as per the Council-approved exemption process for Interim Control By-law 2019-004.

Human Resource Considerations

N/A

Budget Impact

There is no budget impact associated with this report.

Attachments

- Location Map
- Deputation Letter
- Proposed Site Plan

Approval

Peter Noehammer, Commissioner of Development and Infrastructure Services

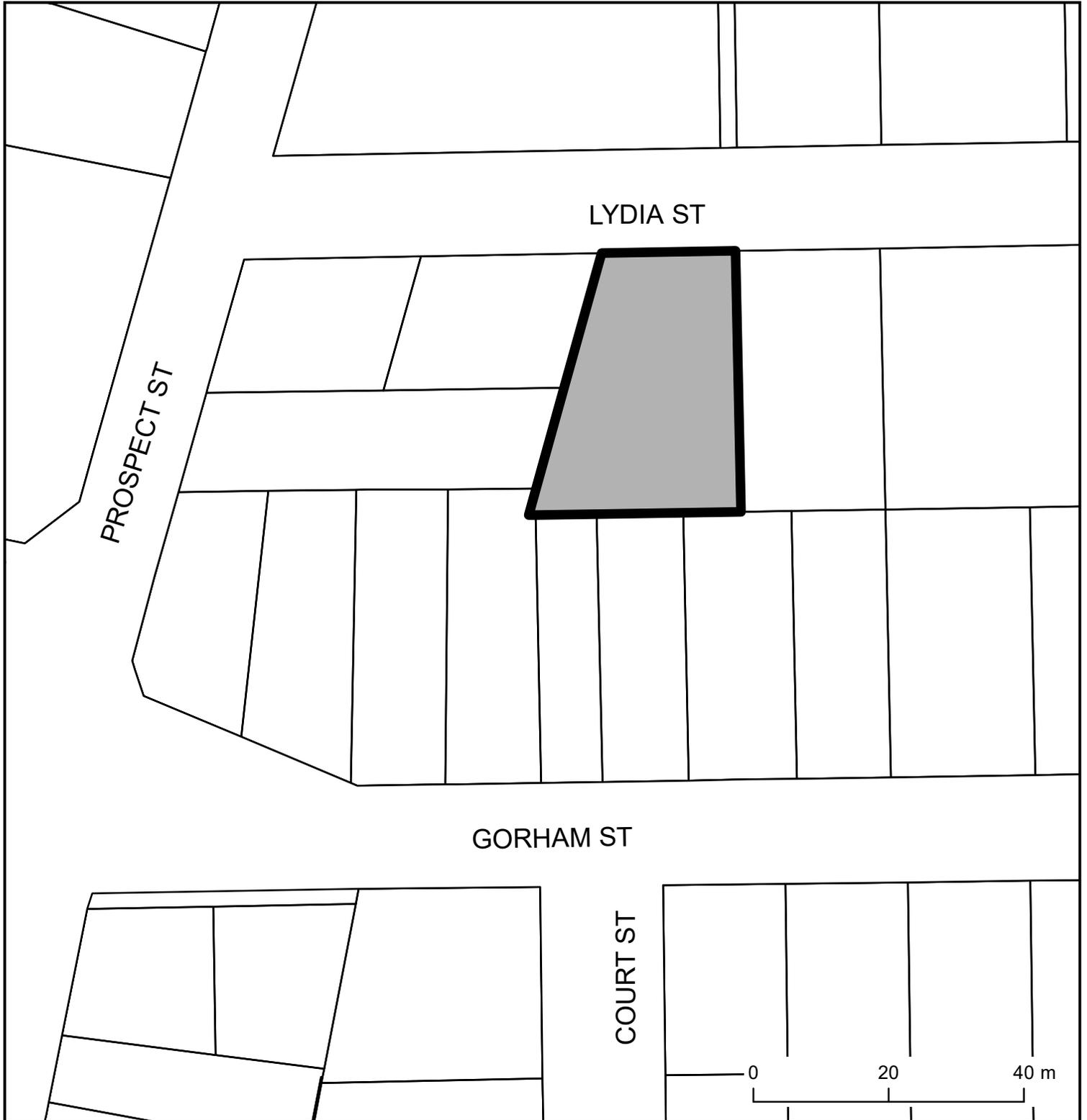
Rick Nethery, Director of Planning and Building Services

Contact

Alannah Slattery, Planner/Secretary Treasurer aslattery@newmarket.ca

Site Specific Exemption to Interim Control By-law 2019-04 for 578 Lydia Street

LOCATION MAP 578 LYDIA STREET



 Subject Lands

TOWN OF NEWMARKET PLANNING DEPARTMENT



From: [Patti](#)
To: [Planning](#)
Cc: [Ruggle, Dave](#); [Bernadette](#); [Peter May](#); [Catherine M. Callaghan](#); [Jason Boyd](#)
Subject: 578 Lydia Street - Deputation March 18, 2019
Date: March 19, 2019 10:11:58 AM

Good Morning,

Further to the deputation yesterday in regard to our request for an exemption from Interim Control Bylaw # 2019-04 for 578 Lydia Street, proposed new construction, please find attached drawing package which includes the existing survey, proposed site plan, floor plan and 3d renderings. As you will see, the proposed new build does not contravene any existing zoning by-laws or regulations.

Also attached is a letter from Dharmik P. Prajapati, P. Eng., M. Eng., in regard to the existing structure for your reference.

Our application for a demolition permit was submitted on March 14, 2019 after receiving sign off from Enbridge, Hydro, etc.. All services have been terminated and unfortunately my clients have noted some water damage as a result of pipes that burst during this last cold snap. Please find attached a picture of the current home. As was stated yesterday, the existing home has been in this unfinished state for the last 15 years and I can't imagine that any of the neighbouring property owners would oppose my clients plans to build a modest 1900 square foot bungalow that will undoubtedly bring great value to the street.

Bernadette and Peter May are long time Newmarket residents who have owned, renovated and built homes in and around the downtown core (Prospect, 581 Lydia Street) and are extremely conscientious about respecting and preserving the look and feel of the street and "fitting" in.

Please let me know if you require any further information. I look forward to hearing from you in regard to next steps.

Thank you for your time and consideration.

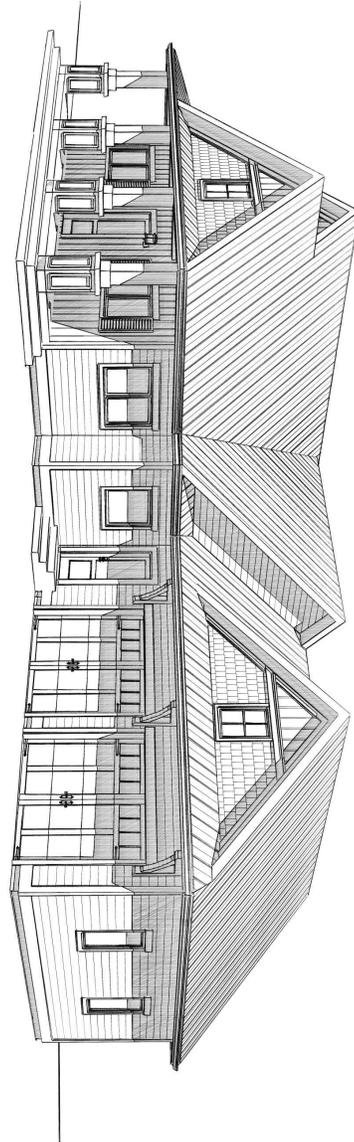
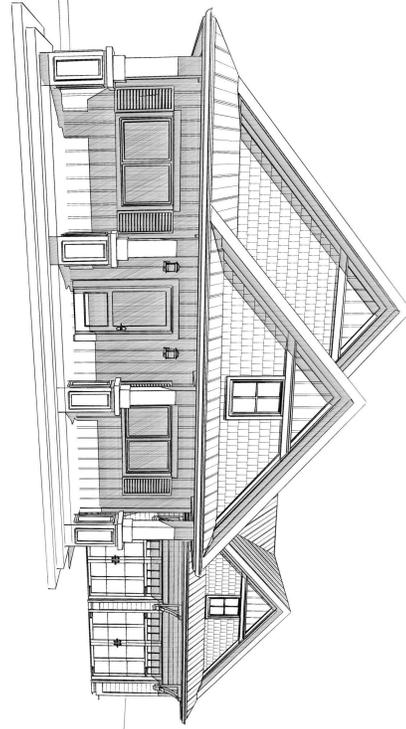
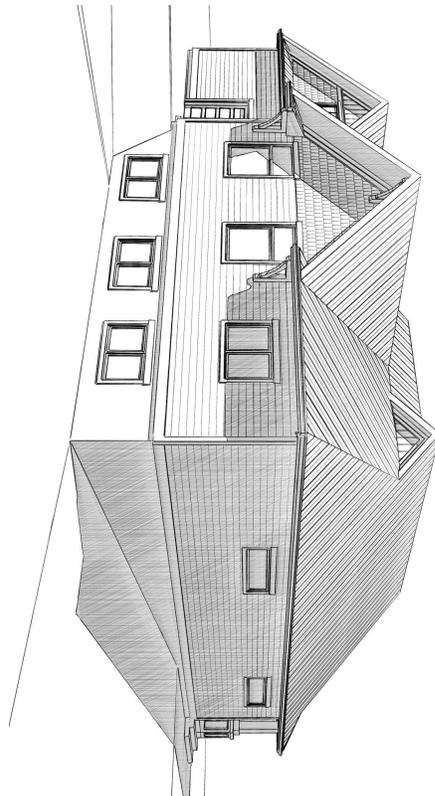
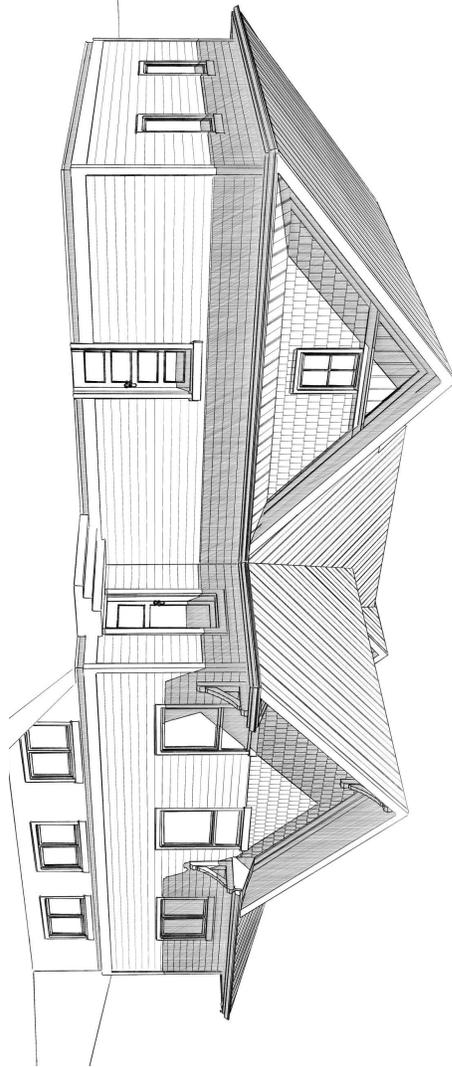
Kind regards,

Patti

Patti Wilson Design Inc.
489 Timothy Street, Suite 3
Newmarket, Ontario
L3Y 3X1
Office: 905-830-0444
Cell: 905-716-4678
www.pattiwilsondesign.com

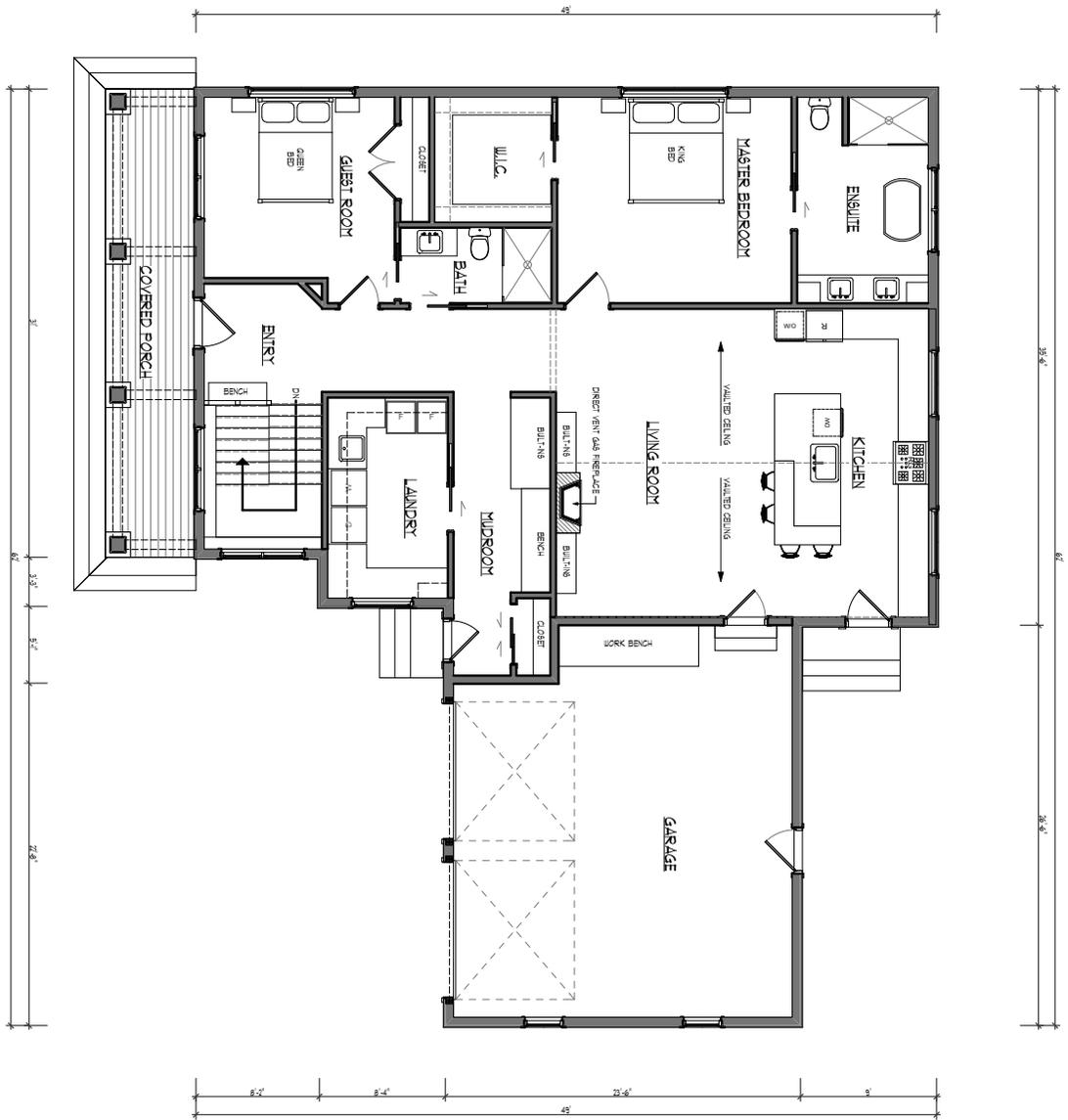
Please note: Emails or telephone messages received after 6pm or on the weekend will be returned on the

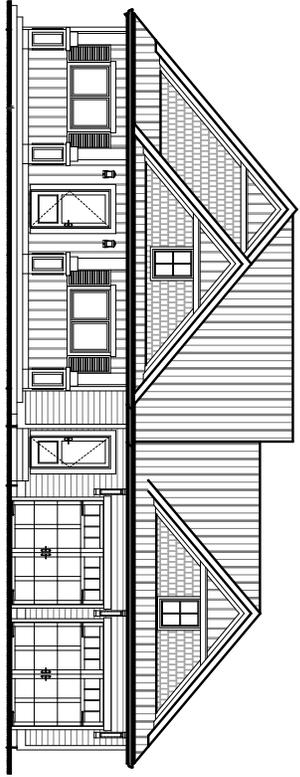
next business day.



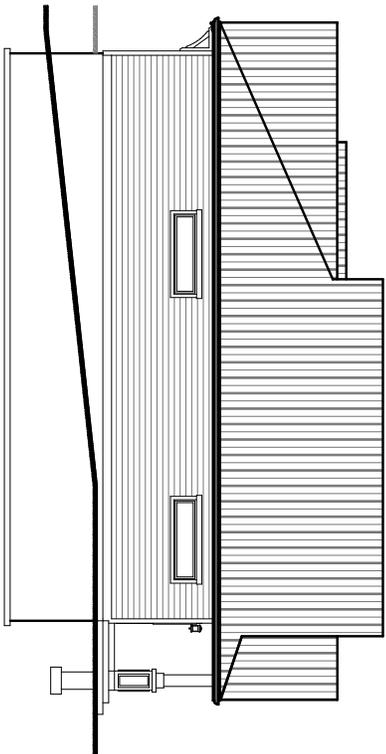
1st FLOOR PLAN (BUNGALOW)

SCALE: 1/8" = 1'-0"

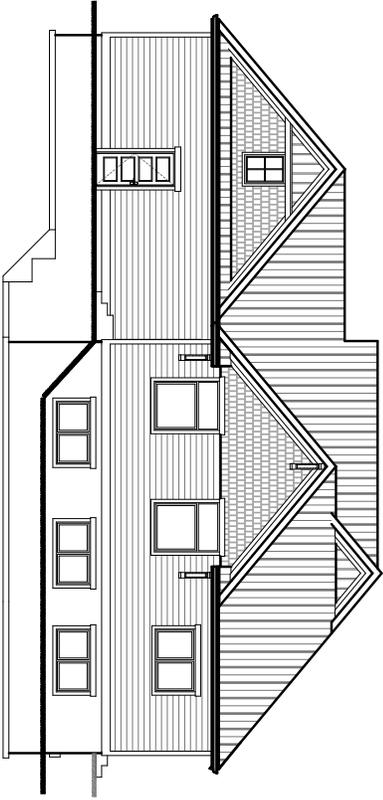




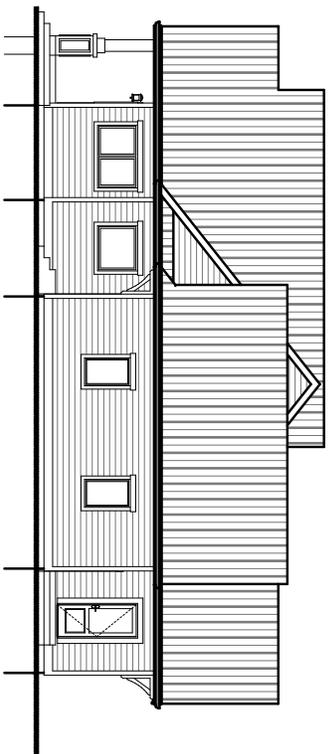
FRONT ELEVATION
SCALE: 3/32" = 1'-0"



LEFT ELEVATION
SCALE: 3/32" = 1'-0"



REAR ELEVATION
SCALE: 3/32" = 1'-0"



RIGHT ELEVATION
SCALE: 3/32" = 1'-0"



Town of Newmarket

Minutes

Newmarket Downtown Development Committee

Date: Friday, October 26, 2018
 Time: 10:00 AM
 Location: Serpa Studio
 Old Town Hall
 460 Botsford Street
 Newmarket, ON L3Y 1T1

Members Present: Jackie Playter, Chair
 Councillor Kwapis
 Barbara Leibel
 Olga Paiva
 Steve Whitfield

Staff Present: C. Kallio, Economic Development Officer
 E. Bryan, Business Development Specialist
 A. Walkom, Council Committee Coordinator

The meeting was called to order at 10:03 AM.
 Jackie Playter in the Chair.

1. Additions & Corrections to the Agenda

The following item was added to the agenda: Community Grants application - 262 Main Street.

2. Declarations of Pecuniary Interest

None.

3. Items

3.1 Newmarket Downtown Development Committee June 29, 2018 – Approval Of Minutes

Moved by: Steve Whitfield

Seconded by: Councillor Kwapis

1. That the Newmarket Downtown Development Committee Meeting Minutes of June 29, 2018 be approved.

Carried

3.2 Update On Current Budget Position For 2018

The Business Development Specialist provided an update on the budget for the Committee. She provided an overview of the current applications.

3.3 Financial Incentives Program Grant Application 2018-08 – Façade Improvement And Restoration Program

The Committee discussed the application related to 235 Main St. S. which related to window and siding replacement.

Moved by: Councillor Kwapis

Seconded by: Barbara Leibel

1. That the Façade Improvement and Restoration Program Grant application in the amount of \$5,925.00 be approved for the window replacements; and,
2. That approval of the siding replacement be deferred to the next meeting of the Newmarket Downtown Development Committee; and,
3. That Anna Jafari c/o 235 Main Street, Newmarket ON, be notified of this action.

Carried

3.4 Financial Incentives Program Grant Application 2017-08 – Project Feasibility Program

The Committee discussed the application related to 241 Main St. S. and the cost of completing a project feasibility study for the property.

Moved by: Barbara Leibel

Seconded by: Councillor Kwapis

1. That the Project Feasibility Grant application in the amount of \$9325.00 be approved subject to the transfer of funds from the 2017 accrued budget; and,
2. That Rob Clark c/o 241 Main Street, Newmarket ON, be notified of this action.

Carried

3.5 Financial Incentives Program Grant Application 2018-09 – Façade Improvement Program

The Economic Development Officer provided an overview of the project at 198 Main Street South including the installation of new windows in the building.

Moved by: Steve Whitfield

Seconded by: Olga Paiva

1. That the Façade Improvement and Restoration Program Grant application in the amount of \$20 000 be approved subject to heritage conservation permit approvals; and,
2. That Teodora and Phillip Mrakovic of 198 Main Street South, Newmarket, ON be notified of this action.

Carried

3.6 Financial Incentives Program Grant Application 2017-05 – Façade Improvement Program

Moved by: Councillor Kwapis

Seconded by: Olga Paiva

1. That the Façade Improvement and Restoration Program grant application in the amount of \$1,250 be approved; and,
2. That Karla Wilson c/o 206 Main Street South be notified of this action.

Carried

3.7 Discussion Of Outstanding Deferred Applications For Business Sign Grants

The Committee reviewed outstanding sign applications which had been received.

Moved by: Steve Whitfield

Seconded by: Olga Paiva

1. That the Newmarket Downtown Development Committee decline all outstanding sign requests.

Carried

3.8 Community Grant - 262 Main Street

The Committee discussed the Community Grant application related to 262 Main Street which included festive decorations for the property during the holiday season.

Moved by: Councillor Kwapis

Seconded by: Steve Whitfield

1. That the Community Grants application in the amount of \$1000 be approved; and,
2. That Janice Jiang of 262 Main Street, be notified of this action.

Carried

4. New Business

The Committee discussed the unveiling of a public art piece at Riverwalk Commons to be held November 5, 2018 at 11:00 AM.

5. Adjournment

Moved by: Steve Whitfield

Seconded by: Olga Paiva

1. That the meeting adjourn at 11:24 AM.

Carried

Jackie Playter, Chair

Date



Town of Newmarket
Minutes
Main Street District Business Improvement Area
Board of Management

Date: Wednesday, March 20, 2019
Time: 8:00 AM
Location: Serpa Studio
Old Town Hall
460 Botsford Street
Newmarket, ON L3Y 1T1

Members Present: Tom Hemen, Chair
Allan Cockburn, Vice Chair
Councillor Kwapis
Councillor Twinney (8:27 AM - 9:52 AM)
Rob Clark
Debbie Hill
Mark Iacovetta
Jennifer McLachlan
Ken Sparks

Members Absent: Omar Saer

Staff Present: C. Kallio, Economic Development Officer
E. Bryan, Business Development Specialist
T. Cresswell, Supervisor of Marketing & Sponsorship
J. Zulaf, Coordinator of Advertising & Sponsorship
J. Grossi, Legislative Coordinator

Guests: Gianni Creta, President, Envi Network

The meeting was called to order at 8:05 AM.
Tom Hemen in the Chair.

1. Additions and Corrections to the Agenda

The Chair advised of the following correction to the agenda:

- Item 4.2 - Dan McPherson will be in attendance to provide a deputation

2. **Declarations of Pecuniary Interest**

There were no declarations of pecuniary interest.

3. **Presentations & Recognitions**

3.1 **10 Minute Play Festival**

Tracy Cresswell, Supervisor of Marketing & Sponsorship and Jesse Zulaf, Coordinator of Advertising & Sponsorship provided a presentation to the Main Street District Business Improvement Area Board of Directors regarding the annual 10 Minute Play Festival. The presentation included an overview of Festilicious, Busker Festival and sponsorship options for the 2019 event.

Moved by: Jennifer McLachlan

Seconded by: Councillor Kwapis

1. That the presentation regarding the 10 Minute Play Festival be received.

Carried

3.2 **Envi**

Gianni Creta, President of Envi provided a presentation to the Main Street District Business Improvement Area Board of Directors outlining the history of Envi, their partnership with the Town of Newmarket and future connection options.

Moved by: Councillor Kwapis

Seconded by: Allan Cockburn

1. That the presentation regarding Envi be received.

Carried

4. **Deputations**

4.1 Michelle Clayton-Wood

Michelle Clayton-Wood provided a deputation. She presented an event idea with the theme of End of Prohibition day or weekend that would draw people to the street and promote business.

Moved by: Councillor Twinney

Seconded by: Ken Sparks

1. That the deputation provided by Michelle Clayton-Wood be received.

Carried

4.2 Snapd

Dan McPherson was in attendance to provide a deputation. He summarized the role of snapd in the community and the outlets that they provide for communication and advertising.

Moved by: Jennifer McLachlan

Seconded by: Mark Iacovetta

1. That the deputation provided by Dan McPherson regarding snapd be received.

Carried

5. Approval of Minutes

5.1 Main Street District Business Improvement Area Board of Management Meeting Minutes of February 19, 2019

Moved by: Ken Sparks

Seconded by: Councillor Kwapis

1. That the Main Street District Business Improvement Area Board of Management Meeting Minutes of February 19, 2019 be approved.

Carried

6. Items

6.1 Appointment to the Lower Main Street South Heritage Conservation District Advisory Group

Moved by: Councillor Kwapis

Seconded by: Councillor Twinney

1. That Tom Hempen be appointed as the Main Street District Business Improvement Area Board of Management representative on the Lower Main Street South Heritage Conservation District Advisory Group.

Carried

6.2 2019 Strategic Priorities

The Board members discussed the possibility of hiring a consultant to assist with the development of their strategic priorities.

The Board members discussed the following draft budget allocation:

- Advertising \$7,500
- Promotion \$20,000
- Miscellaneous \$1,500
- Stationary \$1,000

7. New Business

7.1 Earth Hour

Councillor Kwapis thanked the Board members for their support with the Town of Newmarket's Earth Hour promotion.

7.2 Town of Newmarket Smoking Bylaw

Councillor Kwapis advised that Council reviewed the options presented for the updated smoking bylaw at the Committee of the Whole meeting on Monday March 18, 2019 and has asked for public input before a decision is made.

7.3 Christmas Party

Allan Cockburn advised that Old Town Hall needs to be booked for the annual Christmas party and that he will confirm the booking.

7.4 Backflow Prevention Bylaw

The Business Development Specialist advised that the Town of Newmarket is proposing a backflow prevention bylaw and additional information will be circulated when available.

7.5 Social Media

Tom Hempen advised that the Business Improvement Area social media account information has been provided and that he and Ken Sparks are the current administrators. Website information will be obtained.

7.6 Garbage Clean Up

Tom Hempen suggested that Main Street be cleaned since the snow has melted and the weather has warmed up. Councillor Kwapis advised that he would bring this request to the respective department.

7.7 Document Sharing

Rob Clark suggested a document sharing system to ensure that the Main Street District Business Improvement Area Board of Directors all have access to the same resources and meeting notes.

8. Closed Session

Tom Hempen advised there was no requirement for a Closed Session.

9. Adjournment

Moved by: Jennifer McLachlan

Seconded by: Ken Sparks

1. That the meeting be adjourned at 9:52 AM.

Carried

Tom Hempen, Chair

Date



Town of Newmarket

Outstanding Matters List (2018 – 2022 term of Council)

| | Originating Meeting Date and Subject | Recommendation and Responsible Department | Target Quarter / Timeframe | Staff Comments |
|-------------|--|---|----------------------------|--|
| 2019 | | | | |
| 1. | <p>Meeting Date: Council – June 7, 2016 – Item 35</p> <p>Subject: Federal Infrastructure Funding</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> That staff provide Council with a prioritized list of infrastructure projects currently not funded through Development Charges, the Asset Replacement Fund or Other Reserve Funds for implementation between 2018 to 2025 that augment existing priorities, strategies and master plans or leverage grant funding for initiatives that achieve our Corporate Vision of a 'Community Well Beyond the Ordinary' <p>Responsible Departments:</p> <ul style="list-style-type: none"> ➤ Strategic Initiatives | 2019 | Awaiting next phase of funding announcements |
| 2. | <p>Meeting Date: Committee of the Whole – April 9, 2018</p> <p>Subject: Council Remuneration</p> | <p>Recommendations:</p> <ol style="list-style-type: none"> That CAO/Human Resources Report 2018-05 be received; and, That Council direct staff not to “gross up” or increase Council pay in 2019, at the time of the removal of the 1/3 tax free provision, which will result in a take home pay cut for all Members of Council; and, That Council refer the consultant and staff report to the new term of Council to be considered along with updated information at that time and to allow for phasing of any further adjustments to occur if necessary; and, That staff be authorized and directed to do all things necessary to give effect to this resolution. <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Office of the CAO/Human Resources | 2019 TBD | |

| | Originating Meeting Date and Subject | Recommendation and Responsible Department | Target Quarter / Timeframe | Staff Comments |
|-----------------|--|--|----------------------------|--|
| Q2, 2019 | | | | |
| 3. | <p>Meeting Date: Committee of the Whole – February 27, 2017</p> <p>Subject: Report 2017-05 – Tree Removal, Protection Policies and Regulations</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That Council direct staff to update the existing Tree Preservation, Protection, Replacement and Enhancement Policy. (completed) 2. That Council direct staff to prepare and bring to a future meeting a by-law regulating and protecting significant trees on private property; and, 3. That Council direct staff to prepare and bring to a future Council meeting a by-law protecting trees on municipal property. (completed) <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Planning and Building Services | Q2, 2019 | May 21, 2019 Committee of the Whole |
| 4. | <p>Meeting Date: Committee of the Whole – May 8, 2017</p> <p>Subject: Information Document for Residents Related to Construction Sites</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That Council approve the following motion in principle: 2. That staff be directed to prepare an information document that can be provided to residents in the vicinity of new construction sites, the purpose of which is to advise and to communicate to the residents, the various activities, potential impacts and expected timelines associated with each phase of construction, from site clearing through to house construction; and, 3. That developers, through their consulting engineers, be required to ensure that residents, and the relevant Ward Councillor, in adjacent areas receive advance written notice of construction events to take place, so that they can be better informed and prepared for any disruption that may occur as a result; and, 4. That the aforementioned motions be referred to staff for a report back including options and resource requirements. <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Planning & Building Services | Q2, 2019 | Information Report to be distributed. |

| | Originating Meeting Date and Subject | Recommendation and Responsible Department | Target Quarter / Timeframe | Staff Comments |
|----|--|---|-----------------------------------|---|
| 5. | <p>Meeting date: Committee of the Whole – September 25, 2017</p> <p>Committee of the Whole – October 16, 2017</p> <p>Subject Development and Infrastructure Services Report – Engineering Services 2017-32- Town Wide Traffic Mitigation Strategy – 2017</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That Development and Infrastructure Services Report – Engineering Services 2017-32, dated October 2, 2017, entitled “Town-wide Traffic Mitigation Strategy 2017 - Timing” be received and the following recommendations be adopted: <ol style="list-style-type: none"> a. That the final report be brought back to Council by early Quarter 3 2018; and, b. That staff continue to expedite the process to provide the report sooner, if possible; and, c. That all current road safety, speed management and traffic calming programs that are currently underway, and are in accordance with the principles set out in “Appendix A” (draft strategy) from Development and Infrastructure Services Report ES 2017-29 (Town-wide Traffic Mitigation Strategy 2017), continue as planned throughout the consultation period and until the final strategy document is approved by Council, at which time the programs will be reviewed to plan their conformance with the new approved strategy. <p>Responsible Department ➤ Engineering Services</p> | Q2, 2019 | Information report to be distributed prior to end of June 2019. |
| 6. | <p>Meeting Date: Committee of the Whole – March 19, 2018</p> <p>Subject: Cats at large (deputation)</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That the presentation by Sharon King Todd regarding cats at large be received and referred to staff <p>Responsible Department: ➤ Legislative Services</p> | Q2, 2019 | May 21, 2019 - Committee of the Whole |
| 7. | <p>Meeting Date: Committee of the Whole – January 14, 2019</p> <p>Subject: Clothing Donation Bins</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> 3. That the licensing of Clothing Donation Bins be referred to the Regulatory Review Workshop <p>Responsible Department: ➤ Legislative Services</p> | Q2, 2019 | May 21, 2019 - Committee of the Whole |

| | Originating Meeting Date and Subject | Recommendation and Responsible Department | Target Quarter / Timeframe | Staff Comments |
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| 8. | <p>Meeting Date: Committee of the Whole – January 14, 2019</p> <p>Subject: Deputation: Traffic Signage on Wayne Drive</p> | <p>Recommendation: That staff be directed to contact the Principal of the Glen Cedar Public School regarding a drop-off area at the school; and,</p> <p>That staff report back to Council with information on a drop-off area.</p> <p>Responsible Departments: Engineering Services</p> | Q2, 2019 | |
| 9. | <p>Meeting Date: Committee of the Whole - September, 25, 2017</p> <p>Subject: Report 2017-16 Vacant Building Report – Window Wrap Program</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That Corporate Services – Legislative Services Report 2017-16 dated September 14, 2017 entitled “Vacant Buildings/Storefronts” be received; and, 2. That staff be directed to report back on Option 2, a Window Wrap program. <p>Responsible Departments: ➤ Legislative Services/Economic Development</p> | Q2, 2019 | |
| 10. | <p>Meeting Date: Committee of the Whole - February 26, 2018</p> <p>Subject: Newmarket Public Library Study Implementation</p> | <p>Recommendations:</p> <ol style="list-style-type: none"> 1. That staff, in conjunction with the Newmarket Public Library CEO, be authorized to implement the recommendations in accordance with the presentations made at the January 30, 2018 Joint Council and Newmarket Library Board Workshop provided implementation is in line with current and future approved operating budgets; and, 2. That Council refer the further consideration and direction with respect to library facility needs study to the 2018 – 2022 Council Strategic Priority setting process. <p>Responsible Department: Community Services/Newmarket Public Library</p> | Q4, 2019 | |

| | Originating Meeting Date and Subject | Recommendation and Responsible Department | Target Quarter / Timeframe | Staff Comments |
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| 13. | <p>Meeting Date: (1) Committee of the Whole – February 27, 2017</p> <p>(2) Committee of the Whole - November 6, 2017</p> <p>(3) Committee of the Whole – April 9, 2018 (Temporary Parking Exemption Report)</p> <p>Subject: Residential Parking</p> | <p>Recommendation: (1) 1. That staff prepare a report on options and opportunities to address residential on street and off street parking challenges. Specifically, the report should consider the impact that changing economics and demographics have on housing occupancy and ways in which the Town of Newmarket can better balance reasonable parking needs with streetscape aesthetics, active transportation objectives and effective by-laws enforcement.</p> <p>(2) 1. That Development and Infrastructure Services Engineering Services and Planning and Building Services - Report 2017-45 dated November 6th, 2017 regarding Residential Parking Review be received and the following recommendations be adopted:</p> <ul style="list-style-type: none"> a. That staff be directed to include in the 2018 budget a provision for contracting a planning and engineering consultant to undertake a review of parking matters discussed in this report; and, b. That, subject to budget approval, staff be directed to undertake a review of the Parking By-law and report back to Committee of the Whole with recommendations on improvements to parking matters discussed in this report. c. That staff be directed to organize a Council Workshop to present options based on Council's comments and feedback received at the November 6, 2017 Committee of the Whole meeting and that staff receive Council direction regarding the scope, scale and expected deliverables of a parking review prior to moving forward with issuing a Request for Proposal. <p>(3) Recommendation 5: That the Temporary Parking Exemption Program be implemented as a pilot project and reviewed as part of the overall residential parking review scheduled for Q1/Q2, 2019</p> <p>Responsible Department: ➤ Planning and Building Services / Legislative Services</p> | Q2, 2019 | CW scheduled for June 10, 2019 |

| Q3, 2019 | | | | |
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| 14. | <p>Meeting Date: Committee of the Whole - April 30, 2018</p> <p>Subject: Asset Replacement Fund Strategy</p> | <p>Recommendation: 1. That the Asset Replacement Fund Strategy be referred to staff for further information and be brought back to Council for consideration at a later date.</p> <p>Responsible Departments: ➤ Financial Services</p> | Q3, 2019 | |
| 15. | <p>Meeting Date: Committee of the Whole – January 14, 2019</p> <p>Subject: Residents of Knapton Drive – Woodland Hills (stop signs - deputation)</p> | <p>Recommendations: 1. That the deputation be received and referred to staff.</p> <p>Responsible Department: ➤ Transportation Services</p> | Q3, 2019 | |
| 16. | <p>Meeting Date: (1) Council – December 14, 2015 (2) Council – January 18, 2016 – Item 35</p> <p>Subject: 2015-44 – Proposed Trail from Yonge Street to Rita’s Avenue</p> | <p>Recommendation: (1) 1. That staff provide alternate trail options for this area at a lower cost. (2) 2. That Item 35 of the Council Minutes of December 14, 2015 being Joint Development and Infrastructure Services - Planning and Building Services and Engineering Services Report 2015-44 dated November 19, 2015 regarding a proposed trail from Yonge Street to Rita's Avenue be reconsidered; and, (2) 3. That staff provide alternate trail options for this area at a lower cost, including the option of extending the trail through George Luesby Park along Clearmeadow Boulevard to Yonge Street and further connecting the trail from Flanagan Court/Rita’s Avenue to the George Luesby Park Trail; and, (2) 4. That staff also include in the report the option of installing lighting along the George Luesby Park Trail.</p> <p>Responsible Department: ➤ Planning and Building Services ➤ Engineering Services</p> | Q3, 2019 | Deferred subsequent to VivaNext construction |

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| 17. | <p>Meeting Date: Committee of the Whole - September, 25, 2017</p> <p>Subject: Report 2017-16 Vacant Building Report – Window Wrap Program</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That Corporate Services – Legislative Services Report 2017-16 dated September 14, 2017 entitled “Vacant Buildings/Storefronts” be received; and, 2. That staff be directed to report back on Option 2, a Window Wrap program. <p>Responsible Departments:</p> <ul style="list-style-type: none"> ➤ Legislative Services/Economic Development | Q3, 2019 | Joint Meeting to be scheduled with Business Improvement Area and Newmarket Accessibility Advisory Committee |
| 18. | <p>Meeting Date: Committee of the Whole - April 30, 2018</p> <p>Subject: Heritage Designations – York Region Administrative Building and Newmarket Canal System</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> 1. The Senior Leadership Team/Operational Leadership Team recommend that the following be referred to staff for review and report: <ol style="list-style-type: none"> a. That the Heritage Newmarket Advisory Committee propose to the Region of York that the Administration Centre building be designated, due to its noted architect; and, b. That the Heritage Newmarket Advisory Committee recommend the Town of Newmarket designate the Newmarket Canal system. <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Planning and Building Services | Q3, 2019 | |
| 19. | <p>Meeting Date: Council – December 5, 2016</p> <p>Subject: Report 2016-25 – 178, 170, 184, 188, 190 and 194 Main Street s</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That in 120 days, staff be directed to bring back an amendment to the Heritage Conservation District Plan and By-law for consideration of Council that would outline the criteria which would need to be met by applicants in order to be considered for approval for a fourth storey set back from the street by a minimum of 15 (fifteen) feet. <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Planning and Building Services | Q3, 2019 | |

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| 20. | <p>Meeting Date: Committee of the Whole – April 8, 2019</p> <p>Subject: Hollingsworth Arena and Future Ice Allocation Considerations</p> | <p>Recommendations:</p> <ol style="list-style-type: none"> 1. That the report entitled Hollingsworth Arena and Future Ice Allocation Considerations, dated April 8, 2019, be received; and, 2. That the Town of Newmarket decommission the Hollingsworth Arena after the 2019-2020 season, ending in April 2020; and, 3. That the Town of Newmarket operate with six ice pads and report back annually on the status of ice allocations, and ability to accommodate users; and, 4. That staff conduct programmatic changes as outlined in the report in order to accommodate user groups post closure of Hollingsworth Arena; and, 5. That construction of a new outdoor ice pad coincide with the final season of Hollingsworth Arena if at all possible; and, 6. That within six months staff bring back a report on any plans for public amenity use at this location; and, 7. That Staff be authorized and directed to do all things necessary to give effect to this resolution. <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Recreation | Q3, 2019 | |
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| 21. | <p>Meeting Date: Committee of the Whole – March 19, 2018</p> <p>Subject: Vibration Control and construction activity (deputation)</p> <p>Meeting Date: Committee of the Whole – March 18, 2019</p> <p>Subject: Construction Vibration Issues</p> | <p>Recommendation:</p> <p>1. That the deputation by Stuart Hoffman regarding vibration control in regards to construction activity be received and referred to staff for review and report; and,</p> <p>2. That staff be directed to provide recommendations and approaches to address the issues identified to protect neighbouring sites from the effects of vibrations from adjacent construction projects; and,</p> <p>3. That the report should include, but not be limited to, potential by-law changes including the requirement of pre-condition surveys, effective monitoring and data reporting, resident notification and a process for complaint handling in all site plan approvals.</p> <p>Responsible Departments:</p> <p>➤ Planning and Building Services & Engineering Services</p> <p>Recommendation:</p> <p>1. That the report entitled Construction Vibration issues dated March 18, 2019 be received; and,</p> <p>2. That staff require vibration impact assessments as part of a complete application for development proposals ; and,</p> <p>3. That Council endorse the proposed notice and complaint process identified in this report; and,</p> <p>4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.-(Completed)</p> <p>5. That staff investigate options for existing sites where construction activity will cause significant vibrations.</p> <p>Responsible Departments:</p> <p>➤ Planning and Building Services & Engineering Services</p> | Completed | On March 18, 2019 CoW Agenda |
| 22. | <p>Meeting Date: Committee of the Whole – April 8, 2019</p> <p>Subject: Cycling Infrastructure – Mulock Drive</p> | <p>Recommendations:</p> <p>1. That the Information Report entitled Active Transportation Implementation Plan, dated March 15, 2019, be received for information purposes; and,</p> <p>2. That staff be directed to prepare a report on prioritizing cycling infrastructure on Mulock Drive to enhance the work of the Secondary Plan that is underway and to better connect the community to the Mulock Farm Park.</p> <p>Responsible Department:</p> <p>➤ Engineering Services</p> | Q3, 2019 | |

| Q4 2019 | | | | |
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| 23. | <p>Meeting date: Committee of the Whole – March 19, 2018</p> <p>Subject: 500 Water Street Parking Information Report 2018-11 (Cachet Parking Lot)</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That Engineering Services report 2018-11 dated March 8, 2018 entitled “500 Water Street Parking (Cachet Parking Lot Expansion) be referred to the Community Centre Lands Task Force; and, 2. That the Community Centre Lands Task Force be directed to immediately reengage in the exploration of all options, including cost and timelines, for enhanced parking in the downtown area, including but not limited to new spaces and temporary structured parking; and, 3. That the Community Centre Lands Task Force work form the basis of a report back to Council, to be brought forward in Q1/Q2, 2019. <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Engineering Services/ Community Centre Lands Task Force | Q4, 2019 | |
| 24. | <p>Meeting Date: Committee of the Whole – February 25, 2019</p> <p>Subject: Recognition of the Widdifield Family</p> | <p>Recommendations:</p> <ol style="list-style-type: none"> 1. That staff be directed to investigate options that will recognize the area east of the river and west of Doug Duncan Drive, that lies between Timothy and Water St to be recognized in some format by a commemorative plaque or other option that acknowledges and demonstrates the background and history of an area known to be Widdifield Park; and, 2. That Mike Widdifield of Newmarket be notified of any proposals. <p>Responsible Department:</p> <ul style="list-style-type: none"> ➤ Recreation / Parks | Q4, 2019 | Information Report to be provided |
| 2020 | | | | |
| 25. | <p>Meeting Date: Council – June 26, 2017-Item 10</p> <p>Subject: Application for Official Plan Amendment and Zoning By-law Amendment – 260 Eagle Street</p> | <p>Recommendation:</p> <ol style="list-style-type: none"> 1. That traffic impacts be monitored post construction. <p>Responsible Departments:</p> <ul style="list-style-type: none"> ➤ Engineering Services | Development is estimated to not be completed before 2020 | |

Selling off of the town owned Hollingsworth Arena to Briarwood developers.

To start off I would like to say that I am not against the redevelopment of 693 and 713 Davis Drive. This development and 'The Davis' development on Deerfield (and maybe Slesor Square?) are good and needed for the town for the town to grow. I am disappointed that there are no affordable housing options included in the Briarwood scenarios.

What I am against is the selling of ANY part of the Hollingsworth Arena property. I understand the need for growth and development in Newmarket but not but selling off town owned land. There should be enough time before a decision is made by council to look at all the options for this land.

The residents of Newmarket were not given any say in the purchase of the \$24 million Mulock property and now you are considering selling off town owned property for development. If the town has money to purchase new property it should be able to invest in town owned property.

In the Briarwood scenarios they have only shown 2 and both included some or all of the Hollingsworth property and nothing without the property. Both scenarios fail to show the first entrance to the medical center across the street.

The main reason I am against the selling of ANY of Hollingsworth is the traffic nightmare that this will create for the residents around the area. It will not have as much an impact for those Ward 3 residents in Leslie Valley, but it will for the residents close to the arena and could impact residents on Bolton, Lundy's Lane, Bayview Parkway, and Huron Heights as residents avoid the Patterson /Davis congestion. There are times now that I head out of the ward by avoiding the Davis/Patterson intersection. Currently the left turn lane into Patterson is not large and more volume into the Ward will back up traffic along Davis. Davis can be backed up heading west as far back as Huron Heights depending on the lights and time of day. When going up Patterson from Davis you are frequently stopped as traffic is trying to turn left into the medical center. With the entrance to the new development on the east side (Hollingsworth) the extra 300+ cars, delivery trucks, garbage trucks would be a cause for further congestion. When Davis Drive was being redeveloped the residents on Queen St voiced their concerns over increased traffic. The increased Patterson traffic could have an impact on many of the streets north of Davis both east and west of Patterson.

I would ask the town to please refer to their Recreational Playbook for ideas for Hollingsworth. The new Philmore Hamilton rain park will be a wonderful and innovative addition to Newmarket. Given time, which we have, I'm sure that the town with the help of residents can come up with something just as great for Hollingsworth and keep the Hollingsworth name. There will be a cost for this and I am sure that the town can budget or perhaps reach out for corporate sponsors for this.

As none of the current council resides in this area may I suggest that a visit to the area at different times of the day to observe the traffic congestion then council would better understand the community concerns?

Residents are frustrated as we have been thru this with the previous developer and feel that we are not being listened to. Many feel it is a lost cause to even speak out as they feel council has already made up their minds to sell as it is all about the dollar.

I believe it was recently stated in council that we have over a year of the arena functioning and still standing. And to quote the Mayor from the Newmarket Chamber of Commerce 'You don't build a community FOR people. You build a community WITH people'

So hopefully council will take the time to work with the community and make the right decision of the fate of Hollingsworth.

Thank you,

Wendy Cassells

[REDACTED]

[REDACTED]



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Community Improvement Plan Partnerships Staff Report

Report Number: 2019-26

Department(s): Planning and Building Services

Author(s): Ted Horton, Planner

Meeting Date: March 4, 2019

Recommendations

1. That the report entitled Community Improvement Plan Partnerships dated March 4, 2019 be received;
2. That staff be directed to begin the process to amend the Official Plan substantially as presented in Attachment 1 to authorize the Town to participate in Community Improvement Plans implemented by the Regional Municipality of York and to bring such an amendment to a statutory public meeting as required by the *Planning Act*;
3. That following the public meeting, that comments from the public, Committee, and those received through the agency and departmental circulation of the application, be addressed by staff in a comprehensive report to the Committee of the Whole, if required; and
4. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

Executive Summary

Amendments to the *Planning Act* in 2006 enabled upper-tier municipalities to implement Community Improvement Plans, and to allow lower-tier municipalities such as Newmarket to partner and participate in them. In order to do so, the Town is required to add a policy to its Official Plan stating that the Town may choose to do so. Any budget requirements caused by the Town's participation in a Regional Community Improvement Plan still require the standard Council approvals process in addition to the process proposed herein to amend the Official Plan. This report proposes adding the required

Official Plan policy in order to provide Council with the option to employ such partnerships with the Region.

Purpose

The purpose of this report is to initiate the Official Plan Amendment process to add a policy to the Town's Official Plan to allow the Town to partner and participate in any Community Improvement Plan ("CIP") adopted by the Regional Municipality of York ("the Region"). As is discussed below, this policy is required in order for Council to be able to authorize the Town to partner on such programs. The Region does not currently have any CIPs in place but is working toward creating one to encourage affordable rental housing.

Implementing this policy in the Official Plan would not oblige the Town to participate in any CIP. Rather, adding this policy would allow Council the option to participate in a Regional CIP if one is implemented, adding another tool for the Town to be able to employ to encourage investment and improvement in the community.

Background

The *Planning Act* has long provided for the ability for municipalities to adopt Community Improvement Plans ("CIP"s). CIPs allow municipal councils to determine that improvement within a designated community improvement project area is desirable because of "age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason", as set out in subsection 28(1) of the *Planning Act*.

CIPs provide additional tools for municipalities to develop policies and programs such as acquiring and selling land, rehabilitating or constructing buildings, providing grants or loans, and other activities based on their own local needs and opportunities to bring about change and growth.

Project areas range from specific properties to streets, neighbourhoods and entire communities, while program coverage can span a wide spectrum of municipal objectives including, but not limited to:

- Municipally Driven Programs
 - infrastructure works
 - municipal property acquisition, land assembly and sale of lands
 - municipal facilities construction and rehabilitation
 - public space, parks and recreation works
 - signage, streetscape and landscaping improvements
- Incentive-Based Programs (grant, loan and property tax assistance)
 - preservation and reuse of heritage and industrial buildings
 - brownfields environmental assessment, remediation and redevelopment

- commercial building façade improvements
- downtown/core area and waterfront revitalization
- project feasibility studies
- space conversion for residential and commercial uses
- structural improvements to buildings (e.g., building upgrades)
- property tax assistance for remediation purposes

In 2006 the *Planning and Conservation Land Statute Law Amendment Act* came into force which made amendments to the *Planning Act*. This included the addition of the power for upper-tier municipalities to employ Community Improvement Plans for certain prescribed matters as laid out in O. Reg. 550/06, which includes:

1. Infrastructure that is within the upper-tier municipality's jurisdiction.
2. Land and buildings within and adjacent to existing or planned transit corridors that have the potential to provide a focus for higher density mixed-use development and redevelopment.
3. Affordable housing.

The amendment also added the ability and for lower- and upper-tier municipalities to participate in the programs of one another's Community Improvement Plans. In order to participate in the programs of the other tier's Community Improvement Plans, the *Planning Act* requires that the Official Plan of the municipality contain policies related to such participation. The York Region Official Plan ("YROP") contains such a policy, reading:

8.3.6 To use the Community Improvement provisions of the *Planning Act* to implement the policies of this Plan. In doing so, the Region may:

- a. designate any part of the Region as a Community Improvement Project Area;
- b. enact a Regional Community Improvement Plan that utilizes incentive programs including making grants or loans within the Community Improvement Plan Area either to registered property owners or to local municipalities; and,
- c. **participate in a Community Improvement Plan of a local municipality.** [*emphasis added*]

The proposed amendment to the Town's Official Plan would add a comparable policy that would allow the Town to partner and participate in any Regional CIP.

No Regional CIP is in place at this time. However, as was discussed in Report 2018-61, the Region is in the process of such a CIP to encourage mid-range affordable rental housing development.

Proposed Regional CIP

Regional Council has recently endorsed the “Draft Rental Housing Incentives Guideline and Community Improvement Plan”. This draft guideline and plan proposes to offer incentives as part of an effort to encourage private purpose-built rental housing supply for mid-range income households. This would assist in the creation of rental units that are greater in price than affordable units (which are restricted to 125% of average market rent) and support the creation of mid-range income units (at 175% of average market rent, or less), which targets households who earn incomes in the fifth and sixth decile (see image below).

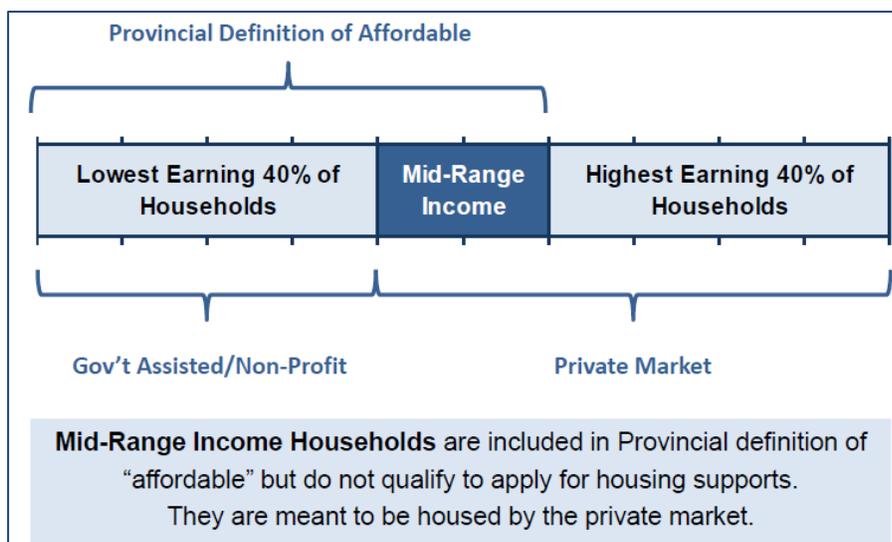


Figure 1: Mid-range income range (Source: York Region)

The Draft Rental Housing Incentives Guideline and Community Improvement Plan has not yet been approved by Regional Council, and may be amended before approval or may not be approved. If the Draft Guideline is not approved, there will remain no current Regional CIP in which the Town can participate. However, by adding the proposed policy the Town will be able to decide whether to participate in any future Region CIP that may be implemented.

The new draft Regional guideline and plan, if approved by Regional Council, would provide for a 48-month deferral of Regional development application fees (in addition to the 36-month DC deferral for purpose-built high-density rental buildings), as well as a Tax Increment Equivalent Grant (TIEG) for the Regional portion of property taxes for up to 5 years.

A TIEG is an annual grant equal to all or a portion of the property tax increase (increment) following the completion of a project that has resulted in an increase in the assessed value of the property. In effect, the increase in property tax that occurs due to the increased value of the development is phased in over a period of time as the municipality “grants back” a diminishing portion of the increase each year. The Guideline

incorporates a five year TIEG with a grant for 80 per cent of the tax increment in year one, reduced by 20 per cent a year to full taxes paid in year five.

A TIEG can only be implemented through the use of a Community Improvement Plan (CIP). CIPs are authorized under Section 28 of the *Planning Act* and provide for a broad ability for municipalities to provide grants or loans in conformity with the policies of the Plan. To date the Town has adopted a CIP for the Main Street area, but has no CIP that would enable grants in any other part of Newmarket. Regional Council has directed Region staff to implement a CIP that would enable the provision of the incentives of the “Draft Rental Housing Incentives Guideline and Community Improvement Plan”, namely the TIEG.

The Draft Rental Housing Incentives Guideline and Community Improvement Plan is proposed to extend across the entire area that is designated as the Urban Area in the YROP, which includes all of the Town of Newmarket. This enables the Region to provide the rental incentives within the Guideline anywhere in the CIP area. However, the policies of the Guideline are such that they will prioritize development in Centres & Corridors such as Yonge Street and Davis Drive, and require the support and incentives of the respective lower-tier municipality. In this way, the CIP will only be provided to projects that receive Town support. The requirements for developments to access the incentives of the proposed Regional CIP are that the development:

- Be affordable to the mid-range income group (maximum 175% of average market rent).
- Be developed, marketed and maintained as a rental property for a minimum of 20 years.
- Have Local Municipal support including similar or better incentives.
- Include open pro forma work shared with Regional staff.
- Demonstrate that attempts have been made to access senior government incentives.

The proposed Regional CIP would require the approval of each development’s incentives by both local and regional municipalities on a case-by-case basis, save for if either Council were to establish a budget and delegate authority to staff to administer the program without the need for approval of individual projects. The proposed amendment to the Official Plan would enable the Town to partner with the Region on incentives through this CIP, although would not oblige the Town to do so.

The proposed amendment to the Official Plan would enable the Town to participate in any future Regional CIP, and not only the currently-proposed Draft Rental Housing Incentives Guideline.

Historic Downtown CIP

The Town currently has one CIP located in the historic downtown area, centred on Main Street South and extending from Davis Drive to Water Street. This CIP provides assistance in the form of grants and loans for:

- Project feasibility studies
- Façade improvement & restoration
- Interior renovation & improvement
- Business signs
- Redevelopment & rehabilitation of buildings
- Development charges
- Planning & building fees
- Parking requirements
- Parkland dedication payments

Adopting the proposed amendment to the Official Plan will not affect the existing Historic Downtown CIP. If an eligible development were proposed and approved by Council within the existing Historic Downtown CIP area, it would be possible for the Town and the Region to employ the incentives of both CIPs for the same project.

Discussion

The *Planning Act* requires that a decision of Council in respect of the exercise of any authority that affects a planning matter shall be consistent with the policy statements issued under subsection (1) of the *Act*, and shall conform with provincial plans in effect on that date, or shall not conflict with them. The policy statement is the Provincial Policy Statement 2014 (the “PPS”). The provincial plans comprise the Growth Plan for the Greater Golden Horseshoe 2017 (the “Growth Plan”), the Oak Ridges Moraine Conservation Plan 2017 (the “Oak Ridges Plan”), the Greenbelt Plan 2017 (the “Greenbelt Plan”), and the Niagara Escarpment Plan 2017.

Provincial Policy Statement

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario’s policy-led planning system, the PPS sets the policy foundation for regulating the development and use of land. It also supports the provincial goal to enhance the quality of life for the citizens of Ontario.

Planning decisions shall be consistent with the Provincial Policy Statement (PPS). The PPS provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural environment. The policies of the PPS support improved land use planning and management, which contributes to a more effective and efficient land use planning system.

The policies set out how healthy, liveable and safe communities are to be sustained. This includes promoting efficient development and land use patterns which sustain financial well-being of the Province and municipalities over the long term and accommodating an appropriate range and mix of residential, employment, recreation, parks and open space and other uses to meet long term goals.

The Provincial Policy Statement is intended to be read in its entirety and the relevant policies are to be applied to each situation.

The proposed amendment is an addition of a policy to enable Council to partner with the Regional Municipality of York on any Regional Community Improvement Plans. The proposed policy enables the use of a power provided for in the *Planning Act* – the exercise of which power would then be bound by the limits of the *Act* and the requirements that planning decisions including CIPs be consistent with the PPS.

Growth Plan

The Growth Plan directs growth to built-up areas designated within municipal official plans. The Growth Plan contains policies directing that municipalities create complete communities, reduce the dependence on private automobile through mixed-use and transit-supportive development; provide for high quality public spaces; support transit, walking, and cycling; implement minimum affordable housing targets in accordance with the PPS; and achieve an appropriate transition of built form to adjacent uses.

The proposed amendment to the Official Plan does not change the land-use permissions in Newmarket. Rather, it simply enables Council to employ a tool available under the *Planning Act* – the use of which is required to be employed making decisions which conform to the provisions of the Growth Plan.

York Region Official Plan

Decisions with respect to planning matters are required to conform to the York Region Official Plan (YROP). The proposed policy closely matches a similar policy with the YROP and allows the Town to partner with the Region in CIPs that the Region may adopt.

Conclusion

The proposed Official Plan Amendment should be provided for public consultation as required by the *Planning Act* including a statutory public meeting. Following this consultation staff will return with a report or by-law and recommendation to Council.

Business Plan and Strategic Plan Linkages

Economic Development & Jobs – Creating vibrant and livable corridors along Davis Drive and Yonge Street by supporting opportunities for partnerships and with other levels of government.

Efficiency & Financial Management – Taking advantage of opportunities for funding to achieve Town goals of development.

Consultation

This report was provided for review to partners at the Regional Municipality of York. Subject to Council's approval of the recommendations of this report, the proposed Official Plan Amendment will be circulated through the standard notice process for Official Plan amendments.

Human Resource Considerations

None.

Budget Impact

No budget impacts are anticipated related to this report. The future budget impact of any participation in a CIP, should Council adopt the proposed amendment, would be discussed in the report(s) applicable to that development.

Attachments

Attachment 1 – Proposed Official Plan Amendment

Approval

Ted Horton, Planner

Richard Nethery, Director, Planning and Building Services

Peter Noehammer, Commissioner, Development and Infrastructure Services

Contact

Ted Horton, Planner – thorton@newmarket.ca

AMENDMENT NO. 23
TO THE
TOWN OF NEWMARKET
OFFICIAL PLAN

**AMENDMENT NO. 23
TO THE
NEWMARKET
OFFICIAL PLAN
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PART A – THE PREAMBLE

1. PURPOSE OF THE AMENDMENT

The purpose of this amendment is to enable the Town to participate in Community Improvement Plans in partnership with the Regional Municipality of York.

2. LOCATION

As a general policy of the Official Plan, this amendment applies to the entire Town of Newmarket.

3. BASIS OF THE AMENDMENT

The *Planning Act* has long provided for the ability for municipalities to adopt Community Improvement Plans. Community Improvement Plans allow municipal councils to determine that improvement within a designated community improvement project area is desirable because of “age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason”, as set out in subsection 28(1) of the *Planning Act*. Community Improvement Plans provide additional tools for municipalities to develop policies and programs such as acquiring and selling land, rehabilitating or constructing buildings, providing grants or loans, and other activities based on their own local needs and opportunities to bring about change and growth.

In 2006 the *Planning and Conservation Land Statute Law Amendment Act* came into force which made amendments to the *Planning Act*. This included the addition of the power for upper-tier municipalities to employ Community Improvement Plans for certain prescribed matters. The amendment also added the ability and for lower- and upper-tier municipalities to participate in the programs of one another’s Community Improvement Plans through making grants and loans to one another. In order to participate in the programs of the other tier’s Community Improvement Plans, the *Planning Act* requires that the Official Plan of the municipality contain policies related to such participation. This amendment adds such a policy to the Town’s Official Plan, which then permits Newmarket Council with the option to participate in any Regional Community Improvement Plan.

PART B – THE AMENDMENT

All of this part of the document entitled “Part B – The Amendment”, consisting of the following text, constitutes Amendment No. 23 to the Newmarket Official Plan.

1. POLICIES

The Newmarket Official Plan is hereby amended as follows:

Section 13.4 Implementation is amended to add subsection g) to read “participation in Community Improvement Plans of the Regional Municipality of York”.

2. IMPLEMENTATION

This Amendment to the Official Plan will be implemented as follows:

a) Participation in Regional Community Improvement Plans

The Council of the Town of Newmarket will determine whether to participate in Community Improvement Plans adopted by the Regional Municipality of York. Grants and loans made through such programs will be on such terms as to security and otherwise as the Council considers appropriate.



Corporation of the Town of Newmarket

By-law 2019-25

A By-law to grant a site specific exemption for the property with the Municipal address of 578 Lydia Street, Newmarket, from Interim Control By-law 2019-04.

Whereas on January 21, 2019. Council for the Town of Newmarket enacted Interim Control By-law No. 2019-04 to control the erection of, or additions resulting in, any large scale dwellings within defined areas of the Town of Newmarket.

And Whereas on April 29, 2019 Newmarket Committee of the Whole Considered a request for an exemption to Interim Control by-law 2019-04 for the property with the Municipal Address of 578 Lydia Street.

Now, Therefore, Be It Resolved That the Council of The Corporation Of The Town Of Newmarket Enacts As Follows:

1. Interim Control By-law 2019-04 is hereby amended by adding the following section:

9b. Notwithstanding Section 1 of this By-law, on the lands described as 578 Lydia Street, Newmarket, there shall be permitted the construction of a new dwelling, replacing the existing dwelling, with a total Gross Floor Area not exceeding 2,000 square feet.

Enacted this 6th day of May, 2019.

John Taylor, Mayor

Lisa Lyons, Town Clerk



Corporation of the Town of Newmarket

By-law 2019-26

A By-law to amend by-law 2018-64, a by-law imposing the Fees and Charges for Services or Activities provided by the Town of Newmarket. (All Departments, Corporate Services – Finance & Procurement & IT, Legal Services, Public Works Services, Engineering Services and Legislative Services – General Fees and Charges), specifically Schedule “E” Engineering Services.

Whereas it is deemed necessary to amend by-law 2018-64, being a by-law imposing Fees and Charges for Services or Activities provided by the Town of Newmarket, specifically Schedule “E” Engineering Services.

Therefore be it enacted by the Council of the Corporation of the Town of Newmarket as follows:

1. That Schedule “E”, of the Town of Newmarket 2019 User Fees for Engineering Services be amended to include a Tree Maintenance Fee of \$85 (plus HST) per tree, to be reviewed annually and adjusted accordingly.

Enacted this 6th day of May, 2019.

John Taylor, Mayor

Lisa Lyons, Town Clerk



Corporation of the Town of Newmarket

By-law 2019-27

A By-law to amend By-Law number 2014-25, being a restricted area (zoning) By-law. (Marianneville Developments Limited)

Whereas the lands affected by this By-law are subject to a Holding (H) prefix in conjunction with a zoning category, as permitted under section 34 and 36 of the Planning Act, R.S.O. 1990;

And whereas Council is satisfied that the conditions for the removal of the Holding (H) prefix have been met in respect of the subject lands;

Therefore be it enacted by the Council of the Corporation of the Town of Newmarket as follows:

1. That Schedule 'X', to Zoning By-law 2014-25, as amended is hereby further amended as follows:
That the "(H)" Holding prefix preceding the Residential (R1-D-123) Zone on Blocks 121 and 122 on Registered Plan 65M- 4587, as shown more particularly on schedule 'X' attached hereto, is hereby removed.
2. That the provisions of this By-law shall come into force and be effective upon the final passage thereof.

Enacted this 6th Day of May, 2019.

John Taylor, Mayor

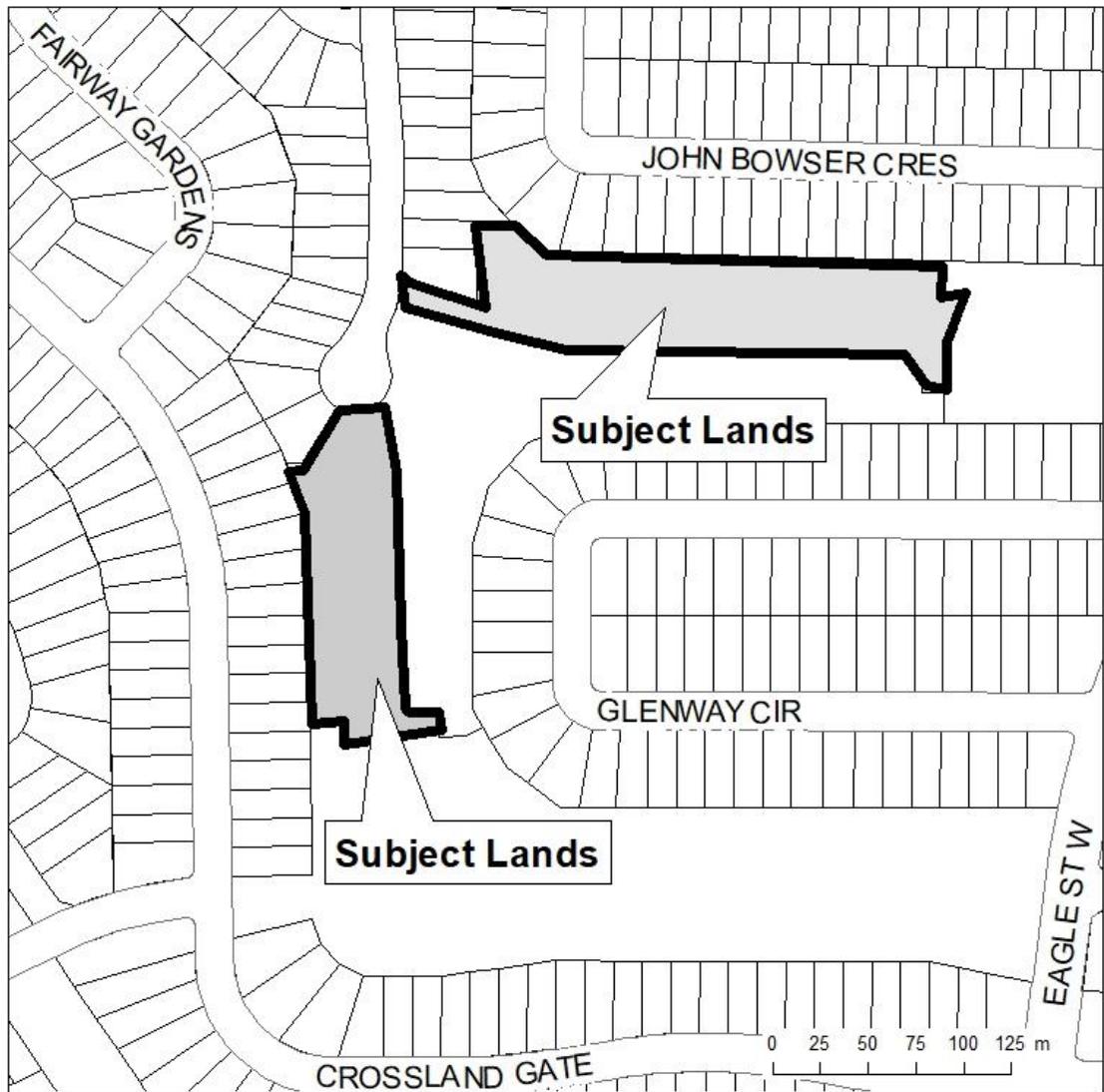
Lisa Lyons, Town Clerk

Block 121 and 122
(Removal of Holding Provision)
Draft Plan of Subdivision 19TN 2012 001
Town of Newmarket
Regional Municipality of York

This is Schedule 'X'
To Bylaw 2019-
Passed this _____ Day
of _____, 2019.

MAYOR _____

CLERK _____



SCHEDULE "X" TO BY-LAW 2019-
TOWN OF NEWMARKET PLANNING DEPARTMENT



Designed & Produced by Information Technology - GIS (Printed: April, 2019). Land Parcel Boundaries - © Teramir, Inc. and its suppliers. All rights reserved. NOT A PLAN OF SURVEY. 2015. Zoning - Town of Newmarket, 2015.
DISCLAIMER: This mapping is based on the PCLARIS parcel fabric produced compiled using Land Registry System records and recent surveys and control points where available. This mapping is a representation of the earth's surface and provides estimates of area and distance. This map has been produced for illustrative purposes only. It is not a substitute for a legal survey.

E:\GIS Services\Planning\Drawings related\documental\glenway\removal of holding provision\block_121_122\bylaw_schedule_block_121_122.mxd



Corporation of the Town of Newmarket

By-law 2019-28

A By-law to amend By-law 2019-08 being a By-law to Establish a Code Of Conduct for Members of Council, Local Boards and Adjudicative Boards.

Whereas Council has dissolved the Newmarket Downtown Development Committee and the Newmarket Environmental Advisory Committee

Therefore be it enacted by the Council of the Corporation of the Town of Newmarket as follows:

1. That Section 3.1, (m) (vi): Newmarket Downtown Development Committee be deleted; and,
2. That Section 3.1, (m) (viii): Newmarket Environmental Advisory Committee be deleted

Enacted this 6th day of May, 2019.

John Taylor, Mayor

Lisa Lyons, Town Clerk



Corporation of the Town of Newmarket

By-law 2019-29

A By-law to confirm the proceedings of a meeting of Council – May 6, 2019

Whereas s. 5(1) of the Municipal Act, 2001, S.O. 2001, c. 25 provides that the powers of a municipal corporation shall be exercised by its Council; and,

Whereas s. 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25 provides that a municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and,

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

Therefore be it enacted by the Council of the Corporation of the Town of Newmarket as follows:

1. That subject to Section 3 of this by-law, every decision of Council, as evidenced by resolution or motion, taken at the meeting at which this by-law is passed, shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted;
2. And that the execution and delivery of all such documents as are required to give effect to the decisions taken at the meeting at which this by-law is passed and the resolutions passed at that meeting are hereby authorized;
3. And that nothing in this by-law has the effect of giving to any decision or resolution the status of a by-law where any legal prerequisite to the enactment of a specific by-law has not been satisfied;
4. And that any member of Council who disclosed a pecuniary interest at the meeting at which this by-law is passed shall be deemed to have disclosed that interest in this confirmatory by-law as it relates to the item in which the pecuniary interest was disclosed.

Enacted this 6th day of May 2019.

John Taylor, Mayor

Lisa Lyons, Town Clerk